

ENGLISH EXERCISES

A BOOK OF HOMONYMS



B. S. BARRETT

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ENGLISH EXERCISES

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B. S. BARRETT



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PREFACE

THIS book was prepared by the Author *ex necessitate rei*, for his classes, from a practical, and not a theoretical, point of view. There are not wanting textbooks with rules and definitions ; there is a sad deficiency of exercises to impress the rules and definitions on the mind of the student.

What led the Author to formulate these exercises was the discovery that the pupils in his classes, either through lack of previous instruction or some defect of their education, were constantly making the same mistakes in the same words—not only in one class, but class after class and year after year. The exercises were first written in a common shorthand notebook, and the Author began to use them in his classes with excellent results. The thought that what he has found to be so useful in his own classes might be equally serviceable in other classes, has induced him to collate them in book form and give them to a publisher, in the hope that they may make the rough road toward the acquisition of education a little less difficult and a little more attractive.

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SUGGESTIONS TO THE TEACHER

THE results of my experience in using the book may be of service to the teacher. It is not advisable to give the Exercises in strict order. Begin by giving the first on Affect and Effect, if desirable, and then take up any other words in which errors are developed by the pupils. It is well to give one or more of the Letters in Section II, and then follow these up with Exercises on the words in which mistakes are made. The Exercises for Transcription may be copied by the pupils, who should insert the correct word in the blank spaces, or strike out the incorrect words in the Supplemental Exercises ; or the teacher may dictate the Exercises, supplying the omitted word, or omitting the wrong words, himself. The teacher may, also, add other Exercises of his own, and require the pupils to originate sentences containing the words in the Exercise. The longer Exercises, as given in the book, may be subdivided if necessary. In all cases, the pupils should be required to learn the definitions before the Exercises are given.

ENGLISH EXERCISES

SECTION I

HOMONYMS

HOMOPHONOUS words are those that are pronounced alike, but spelled differently. Examples are *rain*, that falls upon the just and the unjust, *rein*, that guides the horse, and *reign*, that continues while the king lives. (Compare Fuller: "Heralds new mould men's names—taking from them, adding to them, melting out all the liquid letters, torturing mutes to make them speak, and making vowels dumb—to bring it to a fallacious *homonymy* at the last, that their names may be the same with those noble houses they pretend to.")

Homogeneous words are alike in either pronunciation or spelling, but have different meanings. Such are often confusing and perplexing; and the following exercises have been prepared to indicate the correct form of these words in most common use.

I

Affect, *verb*, to impress, to change, to injure, to benefit (when so indicated by other words), to move, to excite, to pretend or appear.

(Note. *Affect* is *always* a verb, and should *never* be used as a noun.)

Effect, *verb*, to accomplish, to bring to pass or bring about, to make, to do, to achieve, to execute.

Effect, *noun*, impression, accomplishment or completion, condition or fact.

Effects, *noun, pl.*, goods, chattels, personal property.

In Effect (parenthetical phrase), in substance or in reality.

Into Effect (adverbial phrase), into reality, existence or made operative. Not parenthetical.

Effective, **Effectual**, *adj.*, of good effect, serviceable, useful.

Exercise for Dictation, 1

1. The storm may affect the crops, and that would affect prices. 2. Too much study affected his mind. 3. He affected to be ill in order to escape serving as a juror. 4. We can effect our designs by diligence and perseverance. 5. The effect of the colours in the picture was startling. 6. A good effect or a bad effect may be produced by the methods employed. 7. The man was deeply affected by the story. 8. We cannot tell what the effect of the changed conditions may be. 9. All his furniture and effects were removed from the house. 10. The laws were given effect at once, and were made effective by rigid enforcement. 11. A good effect was produced by his calmness. 12. The effect of the rain is beneficial. 13. The deal between the parties was effected by shrewd management. 14. The most effective method of memorizing is repetition. 15. Effectual steps were taken to prevent further disturbance.

Exercise for Transcription, 2

(Fill in the correct word)

1. The speaker produced a startling _____ upon his hearers. 2. No one can tell what the _____ will be. 3. He _____ ed to be wise, although he was ignorant. 4. The passengers _____ ed a landing by means of small boats. 5. A compromise was _____ ed between the parties. 6. In order to produce the desired _____ it was necessary to _____ a change in previous methods. 7. The _____ of the frost was disastrous to the peach crop, and this will be likely to _____ the market. 8. His troubles _____ ed his mind. 9. We cannot always _____ our purposes. 10. His calm words produced a good _____ upon the turbulent throng. 11. He _____ ed the purchase of the property at a low price by _____ ing to be in indigent circumstances. 12. If the _____ of what you say or do is likely to _____ others unpleasantly, or produce an undesirable _____, you should try to _____ your purpose in some better way. 13. His personal

property and were sold by auction. 14. The plan was carried into at once and proved very live.

(You will understand that these illustrative sentences are not suggested as models of style. No. 12, for example, is an unpleasant jingle repeating the sounds in *effect* and *affect*. The sentences are framed simply in order that the habit of discriminating in the use of words is cultivated.)

Supplementary Exercise, 3

(Strike out the incorrect word)

1. What effect—*affect* will the proposed change have? 2. You cannot *affect*—*effect* anything by procrastination. 3. He feared the climate would *effect*—*affect* his health. 4. The cold weather may *effect*—*affect* the orange crop. 5. It should be every one's aim to *affect*—*effect* all the good he can. 6. The *effect*—*affect* of the cyclone was disastrous. 7. The *effect*—*affect* of enforced education was found to be beneficial. 8. I do not know whether the proposed change will *affect*—*effect* things for the better or worse. 9. He felt that the reduction of capital in the business world would *affect*—*effect* his interests seriously. 10. A good *effect*—*affect* was produced in the picture by the judicious blending of colours. 11. The leaders of the party are trying to *affect*—*effect* their purposes by making alluring statements. 12. The missions are *effecting*—*affecting* a good work, and the good *affect*—*effect* of what they have done is already shown in the way it *affects*—*effects* the people. 13. It is not commendable in any one to *affect*—*effect* to be better than he is. 14. Astrologers teach that the planets *effect*—*affect* the character and condition of mankind. 15. The messenger said, in *effect*—*affect*, that there would be no meeting of the society. 16. They tried to *affect*—*effect* a reconciliation between the parties. 17. The sheriff seized his *effects*—*affects* in satisfaction of the debt. 18. He was very much *affected*—*effected* by the news. 19. Part of his *effects*—*affects* was destroyed by fire. 20. It is possible to *affect*—*effect* a good deal in the way of reformation by persistent effort.

Exercise for Dictation, 4

A LETTER

DEAR SIR,

We should be very glad to effect the purchase of the property you offer for sale, if we did not feel that it would affect our interests in other matters. The fact is that we have felt the full effect of the present business prostration, which has affected our financial condition to such an extent that we do not see how it would be possible for us to effect the purchase at present. Mr. Smith also tells us, in effect, that he fears the general business stagnation will affect him seriously, especially as he has recently lost his house and all his household effects by fire. This will effectually prevent him from embarking in any new ventures, although he affects to be in good spirits, and not at all affected by his losses. If you do not effect a sale of the property in the near future, and if we should not feel any further bad effect of business conditions, we may be glad to carry your proposal into effect. We may, that is, in case any effective means may be provided by which we can effect the deal, effect the purchase of the property at a later date.

Hoping that we may all soon recover from the effect of the present business depression, we are

Very truly yours,

Exercise for Transcription, 5

(Fill in the correct word)

1. He to be indisposed in order to avoid doing
the work. 2. The intelligence him unpleasantly.
3. What do you think the proposed change will
have in the prosecution of your plans? 4. You cannot
anything that is satisfactory by procrastination.
5. Much good has been ed by free education, and
its beneficial results can be seen in the way it has
the people generally. 6. The officer seized his clothes and
in the execution of the judgment of the court.
7. The dispatch stated, in that the of the

storm was very disastrous. 8. You cannot do work without care and perseverance. 9. Rest is the most remedy for nervous complaints.

Exercise for Correction, 6

(Strike out the incorrect word)

1. The effect—affect produced was surprising. 2. No good affect—effect can result from a bad action. 3. The late frost must affect—effect the orange crop. 4. The man affected—effected to be ignorant, but he did this only for affect—effect. 5. You cannot get the right affect—effect of the picture without good light. 6. The stock market was affected—effected by the war. 7. The speech produced the desired effect—affect, and effected—affected the hearers deeply. 8. You cannot affect—effect your purposes without perseverance. 9. I have already told you, in affect—effect, that I am unable to affect—effect the purchase of the property. 10. He turned over all his affects—effects in payment of the debt. 11. He was deeply affected—effected by his father's death.

II

Advice, *noun*, counsel, admonition, intelligence, information.

Advices, *noun*, *pl.*, information, news.

Advise, *verb*, to give counsel, information, or intelligence.

[Note that *advice* rhymes with *ice*, and *advise* with *eyes*.]

Access, *noun*, entrance, admission.

Excess, *noun*, superabundance, too much.

Exercise for Dictation, 7

1. Good advice is better than bad advice. 2. If you will take my advice you will not try to gain access to the room without permission. 3. I would advise you not to manifest an excess of zeal in the matter. 4. When we gained access to the room, we found an excess of light through the windows, as there were no shades. 5. We have advices from Europe to the effect that there will be no war. 6. If you will advise me as to your requirements, I will act promptly on your advice. 7. We could not get access to the place where there

seemed to be an excess of provisions ; so we took the advice of our guide before trying to effect an entrance, and waited for further advices, although we were very much affected by the excess of heat from the glaring sun.

Exercise for Transcription, 8

(Fill in the correct word)

1. If you will take my _____, you will not accept the offer. 2. We learn by recent _____ from Canada that it will be difficult to gain _____ to the market with our wares at present. 3. The best _____ I can give you is to avoid every form of _____ in eating and drinking. 4. They say that good _____ is cheap, but bad _____ is always dear at any price. 5. We gained _____ to the room with difficulty. 6. When we gained _____ to the cavern we found the _____ of heat so intolerable that we were _____d to return, and we acted on the _____ immediately. 7. We receive _____ by mail and cable daily from Europe. 8. The reformers _____ us to reform, and their _____ is good, but their _____ of zeal may sometimes prevent them from having _____ to the domain of reason. 9. One cannot have an _____ of good manners, especially if he desires to obtain _____ to good society, and I would _____ you to act on this _____ at all times. 10. The _____ of friends is better than the _____ of enemies, and the _____ of wise and good men is to be preferred to that of the bad and unwise. 11. The _____ of physicians and lawyers is expensive, but an _____ of pleasure or an _____ of unbridled will sometimes compels us to seek from one or the other.

Accept, *verb*, to receive.

Except, *verb*, to omit, to reject, to refuse, to object. *Prep.*, but.

Expect, *verb*, to hope for, to anticipate.

Exercise for Dictation, 9

1. I do not expect much, and am willing to accept whatever you think is right. 2. All except Tom accepted the offer. 3. They were all present except John. 4. We accept presents

from our friends and never except anything that is given us in kindness. 5. We accept your statement in the main, but must except anything that is not true. 6. I accept your apology, and I shall expect you to accede to my request. 7. Please accept my thanks for your kind offers which I accept with pleasure.

Exercise for Transcription, 10

(Fill in the correct word)

1. We will your offer with thanks. 2. We
to you to pay the note promptly. 3. We are pleased
your invitation. 4. We a remittance
soon, but cannot at the moment your terms. 5. We
go to school every day Saturday and Sunday.
6. Everything is lost honour. 7. We to
meet our note at maturity, but may have to ask you to
a renewal. 8. If we your offer we shall
you to stand by us. 9. We a stock of
new goods soon, and shall be glad to orders from all
old customers.

Supplementary Exercise, 11

(Strike out the incorrect word)

1. We do not ask you to accept—except our offer unless
you shall find it to your advantage. 2. I am pleased to
accept—except your advice, which I confidently expect—
except will be of great service to me. 3. We cannot accept—
except your proposition unless you agree to modify it so as
to meet our requirements. 4. Every one has left accept—
except me, and I expect—accept to go soon. 5. I except—
accept your kind invitation, and expect—accept to attend
unless I shall be prevented from doing so. 6. We expect
—accept our new goods soon, for which we shall be glad to
accept—except your orders. 7. We neither ask nor accept
—except—expect any favours, nor do we expect—accept
you to except—accept any from us. 8. We must accept—
except to your statement, as it is not correct. 9. We except
—accept—expect, of course, that you will except—accept
our proposal, and if there is anything in it to which you

accept—except we trust you will advise—advise us at the earliest moment. 10. I fear that unless you now expect—accept—except my advise—advice, you will not succeed in your undertaking. 11. As the doors were locked, we could not gain excess—access to the house, and so we acted on your advise—advice and accepted—excepted the situation with complaisance.

Adapt, *verb*, to fit, to accommodate.

Adopt, *verb*, to accept as one's own, to make one's own.

Adept, *noun*, or *adjective*, skilled in anything.

Exercise for Dictation, 12

1. We must adapt ourselves to circumstances. 2. We will adopt your suggestion, as we know you are an adept in these matters. 3. People who adapt themselves to their surroundings, and adopt prevailing methods generally succeed best. 4. He is well adapted to the position, as he is an adept in his profession. 5. They will adopt the child, and adapt it to their position in life. 6. We adopt those things to which we are best adapted.

Exercise for Transcription, 13

(Fill in the correct word)

1. He is an _____ in art, because he _____ the methods of the best artists. 2. We _____ ed ourselves to the conditions of the country, and _____ ed their customs. 3. We will _____ your plan, because we think it best _____ ed to our circumstances. 4. They _____ ed the child, as it seemed _____ ed to their environments. 5. The ship was well _____ ed to the coast trade, as the best method had been _____ ed in its construction. 6. They could not _____ themselves to their condition, as they had _____ ed ideas not in harmony with their neighbours. 7. He was an _____ in his calling, because he _____ ed himself to the methods which he had _____ ed.

Supplementary Exercise, 14

(Strike out the incorrect word)

1. I move we adopt—adapt the minutes of the meeting.
 2. They adapted—adopted the child as their own. 3. We found him well adopted—adapted to the work. 4. We should adapt—adopt the best methods in whatever we undertake to do. 5. He could not adopt—adapt himself to circumstances. 6. He is certainly an adept—adapt as an artist. 7. One country frequently adopts—adapts the manners and customs of another. 8. It was difficult for him to adopt—adapt himself to the changed conditions. 9. If you wish to become an adapt—adept, you should adopt—adapt the standards of the best methods, and adapt—adopt yourself to habits of study. 10. In order that one may become an adept—adapt himself to the required methods that should be adopted—adapted in order to insure success. 11. If you adapt—adopt the suggestions of others, you may become an adept in whatever calling you may adapt—adopt.

All, *noun*, everything, everybody; *adj.*, every, entire, whole; *adv.*, entirely.

(Note. When *all* is compounded with other words the final *l* is usually dropped.)

Altogether (one word), *adj.*, in all, entirely.

All Together (two words), every one or everything in one place.

Already, (one word), *adj.*, previously, up to the present time, now.

All Ready (two words), every one or everything entirely ready or prepared.

Almost, *adv.* (one word), nearly.

All Most (two words), *pronoun*, everything or everybody, with; *adv.*, very greatly.

Always, *adv.* (one word), continually, ever.

All Ways (two words), in all directions.

All Right, All Aboard, All Prepared, All Over, and all similar phrases in which *all* means everything or every one, should always be spelled as **two words**.

All-wise, All-powerful, All-knowing, etc., are hyphenated.

Almighty (always one word), *noun*, the Creator; *adj.*, omnipotent.

Although (always one word), *conj.*, notwithstanding.

Exercise for Dictation, 15

1. It is always better to follow a straight direction than to wander about in all ways. 2. We were all together in one room, although it was altogether too dark to distinguish one from another. 3. When we were almost at the end of our journey we were all most heartily glad to be so near home. 4. We had already made up our minds to go, and we were all ready for our departure. 5. Your statement is received and is all right. 6. When the captain said: "All aboard," we were all prepared to embark. 7. The accident happened so quickly that it was all over in a moment. 8. The Almighty only, all-wise and all-powerful Creator, is all-knowing. 9. It is altogether too early to expect any effect from the efforts already made, although we are all ready for the emergency, as we always have been, and we know that the work, so far, is all right. 10. We are all prepared, and all most heartily glad to go out in all ways to effect the desired result, as we are moving all together in the matter.

Exercise for Transcription, 16

(*Fill in the correct word*)

(Altogether—all together.) 1. You charge too much for the goods. 2. We were in the boat. 3. We were at the beach, but there was too much wind for sailing. 4. You are wrong in your surmises, as we were at that time.

(Already—all ready.) 1. We have paid the bill, and, in fact, we have been to pay it for some time. 2. We are aware of the fact that you are to go. 3. We have sent advices, and they are to ship the goods.

(Almost—all most.) 1. We earnestly desire a change, but we despair of getting it. 2. They had reached home when they were thoroughly drenched with the rain. 3. He had saved

enough to pay the debt, and we are anxious that he should succeed.

(Always—all ways.) 1. The neighbours are glad to assist and they went in _____ in search of the lost child. 2. We should _____ look in _____ for that which is good. 3. We _____ said that he would go in _____ in pursuit of knowledge.

(All right, all aboard, Almighty, etc.) 1. Your statement of account is _____, and we have _____ remitted for same. 2. The conductor said: " _____ ! " and the train went away. 3. Poor fellow ; his sufferings are _____ over at last. 4. The _____ ruler of the universe gives us the sunshine and the rain. 5. His intentions were _____, but his deeds were all wrong. 6. Your bill is _____ with the exception of one item which was in last month's bill, which I have _____ paid, and I am _____ to pay the balance at any time.

Supplementary Exercise, 17

(Strike out the incorrect word)

1. All most—almost every one is almost—all most all ways—always glad to give assistance. 2. It is all together—altogether too soon to expect any definite effect from the experiment. 3. Your account is all right—alright, and we are already—all ready to pay it. 4. We have all most—almost finished the work, and we are almost—all most anxious to get it completed. 5. Your exercise appears to be alright—all right, but it is all ways—always better to revise your work. 6. It was an all day—all-day job, but we have all ready—already finished it, all though—although we did not expect to complete it so soon. 7. It is all together—altogether too early to start, and we cannot go before we are altogether—all together in the boat and already—all ready for our departure. 8. If you will take my advice, you will see that everything is alright—all right before you leave your work. 9. We are all most—almost ready to go, and we would have been already—all ready if we had not been delayed.

Avoid, *verb*, to shun, to escape from.

Evade, *verb*, to elude, to flee from.

(Note. These words are so nearly synonymous that great care must be taken in their use. *Avoid* means to escape from openly, as to avoid evils. *Evade* means to shun by deceit or device, as to evade the service of a writ.)

Obviate, *verb*, to prevent.

Exercise for Dictation, 18

1. Let us avoid every appearance of evil. 2. They evaded their pursuers by taking a circuitous route. 3. We do not wish to evade any duty, but we do wish to avoid the performance of unnecessary work. 4. In order to obviate the necessity of keeping late hours, let us avoid bad company. 5. The prisoner evaded arrest for a long time. 6. We may obviate difficulties by avoiding temptation, and by evading the machinations of the vicious.

Exercise for Transcription, 19

(*Fill in the correct word*)

1. You should _____ all bad habits, and never the performance of any duty or obligation. 2. You may _____ the commission of errors by greater care and attention. 3. In order to _____ the necessity of climbing over the mountains, we _____ ed them altogether, and made a detour around them thus _____ ing the perils of the ascent. 4. We naturally _____ everything that is unpleasant; we try to _____ the bearing of needless burdens, and we _____ the imposition of unjust and oppressive measures.

Supplementary Exercise, 20

(*Strike out the incorrect word*)

1. You should avoid—evade even the appearance of evil. 2. Do not try to avoid—evade the performance of every duty. 3. If you take my advice it will obviate—avoid the necessity of doing extra work. 4. The fleeing troops could not avoid—evade capture by the pursuing army. 5. You cannot avoid—evade punishment if you are convicted of crime. 6. You cannot obviate—avoid the consequence of evil deeds.

Ark, *noun*, boat built by Noah.

Arc, *noun*, part of a circle, electric light.

Arctic, *adj.*, pertaining to the arctic circle or polar regions ; cold.

Arch, *noun*, structure with curved top ; *adj.*, chief.

Archer, *noun*, one who uses bows and arrows.

Archaic, *adj.*, ancient, out of date.

Arched, *adj.*, curved.

Exercise for Dictation, 21

1. Noah and his family were saved in the ark. 2. He drew an arc with a pencil. 3. Many people prefer arc lights to gas. 4. There was only a single arch under the bridge. 5. Some of the archaic remains that have been discovered indicate a high degree of prehistoric intelligence. 6. The arctic circles are in the vicinity of the poles. 7. Some people wear shoes in winter like those worn in arctic regions. 8. All ancient warriors were skilled archers. 9. Arc lights are not as brilliant as incandescent lights. 10. Human freedom is the ark of our political safety. 11. An arch-duke is the same as a grand duke. 12. The Rialto in Venice is an arched bridge.

Exercise for Transcription, 22

(Fill in the correct word)

1. The _____ of Titus stands in the ancient city of Rome. 2. There is a triumphal _____ in the city of Paris, France. 3. A true _____ is part of a circle. 4. There are not many _____ in any country now, as bows and arrows are now considered _____, and of little service. 5. There are a great many _____ curiosities in the British Museum in London, that were discovered in ancient ruins. 6. The _____ Ocean is in or near the _____ circle. 7. The _____ of the Covenant was made in commemoration of the original _____ built by Noah. 8. You can describe a true _____ with a pair of dividers. 9. Catiline was the _____-conspirator of the Romans. 10. An _____-bishop is one of the highest dignitaries of the church.

Amateur, *noun*, one who cultivates a particular study for the love of it, and not professionally.

Armature, *noun*, armament, connection of poles in electrical machines.

Amenity, *noun*, friendliness, affability, congeniality.

Immunity, *noun*, freedom from obligation ; security.

Exercise for Dictation, 23

1. An amateur is one who delights in arts, music, or the like, for his own amusement. 2. There should be perfect armature in all electrical devices. 3. There should always be entire amenity in all social organizations. 4. We naturally expect immunity from the hardships endured by pioneers, after a country has developed and we are surrounded by the amenities of civilized hospitality.

Exercise for Transcription, 24

(Fill in the correct word)

1. We cannot expect _____ from punishment if we violate the laws. 2. The difficulty in the telegraph office was caused by an imperfect _____. 3. An electrical machine is of little utility without proper _____. 4. A person who has had certain contagious diseases enjoys a degree of _____ from contracting them a second time. 5. The clergy enjoys _____ which are not always granted to the laity. 6. We were greatly pleased with the _____ shown us by the society of musical _____. 7. The poles of a battery are connected by the _____. 8. Although he was only an _____, he acquitted himself quite as well as a professional. 9. An _____ painter sometimes produces very remarkable pictures.

Arraign, *verb*, to indict, to bring to court for trial, to accuse. (Pronounce so as to rhyme with *rain*.)

Arraignment, *noun*, act of arraigning.

Arrange, *verb*, to plan, to prepare, to set or put in order.

Arrangement, *noun*, plan, device, setting in order.

Exercise for Dictation, 25

1. They will arrange to arraign the prisoner for trial to-morrow. 2. We can arrange matters satisfactorily, but cannot arraign the man for trial before next week.

Exercise for Transcription, 26

(Fill in the correct word)

1. We will _____ the prisoner to-morrow, if we can _____ matters satisfactorily. 2. We should like to have you _____ for the _____ of the man as soon as possible, and if you can _____ him to-morrow. 3. Try to _____ to be at the court to-morrow morning, as the prisoner will be _____ ed at an early hour. 4. The books are all _____ ed in order. 5. He will be _____ ed on the charge of forgery.

Ascent, *noun*, climbing, or going up.

Assent, *noun*, consent, agreement, permission. *Verb*, to consent.

Accede, *verb*, to yield, to acquiesce.

Exceed, *verb*, to go beyond.

Exercise for Dictation, 27

1. I will accede to your request, provided your requirements do not exceed my ability to perform the work. 2. He assented, and, with an alacrity that exceeded my expectations, acceded to my proposition to make the ascent of the mountain. 3. We should be glad to accede to the requests of others when they do not exceed a reasonable limit. 4. We will accept your offer, and assent to the proposal to give you sixty days for payment, provided you accede to our request for a note, as the time exceeds our usual limit. 5. Having obtained the assent of our parents, we made the ascent of the mountain together, and did not exceed the instructions given.

Exercise for Transcription, 28

(Fill in the correct word)

1. I obtained his _____ to my proposition, which did not _____ a reasonable demand. 2. We made the _____ of the mountain by rail. 3. A man whose expenses his income becomes bankrupt. 4. I shall be glad to _____ to your wishes, if they do not _____ what is reasonable. 5. When we saw the _____ of the smoke from the building, we knew that fire had broken out. 6. There is a gradual _____ in the road from the town to the river, but it does not _____ an easy gradient. 7. If we can gain his _____ to furnish the money, we shall _____ to the proposition to embark in the business, the profits from which will _____ the amount of interest on the investment.

Supplementary Exercise, 29

(Strike out the incorrect word)

1. The government would not accede—exceed to his demands. 2. We could not obtain the assent—ascend of the authorities. 3. We made the assent—ascend of the mountain with a guide. 4. We will endeavour to make the assent—ascend of the elevation, if you will ascend—assent to our request, provided the distance does not accede—exceed the limits of our endurance. 5. We will gladly accede—exceed to anything you ask, if it does not accede—exceed our ability to grant your request. 6. If we should give our assent—ascend, we do not think it would produce any effect on the minds of the parties, or induce them to accede—exceed to your wishes. 7. We hope you will exceed—accede to our wishes, as they do not accede—exceed the limits you propose.

Apprise, *verb*, to inform, to acquaint.

Appraise, *verb*, to value, to set a price.

Assistant, *noun*, one who assists. **Assistants**, pl. of assistant. Persons who assist.

Assistance, *noun*, aid, help, relief.

Accomplishment, *noun*, the act of achieving something.

Accomplishments, *noun*, pl., polite education, dancing, singing, etc.

Exercise for Dictation, 30

1. If we can succeed in the accomplishment of our designs, we shall open our new store next spring. 2. A person may have all the accomplishments to fit him for polite society, and yet be lacking in the accomplishment of a plain, business education. 3. You said you would apprise us of the time when you would be ready to appraise the property for the assessors. 4. You can succeed in the accomplishment of your purposes by perseverance. 5. We have two assistants who are of great assistance to us. 6. My clerk is of great assistance to me ; he is, indeed, one of my best assistants.

Exercise for Transcription, 31

(Fill in the correct word)

1. It is proper that every young person should have all those _____ that add a grace to one's appearance in the social world. 2. We desire to _____ you that we have been able to effect the _____ of our intention to buy and improve the property which we now _____ at twice what it cost us originally. 3. By the _____ and perfecting of our aims we are now able to acquire the _____ necessary to fit us for our new position. 4. Our _____ render us valuable _____ by their untiring work. 5. We are now pleased to _____ you that we are ready to _____ the property at any time you desire. 6. I shall be greatly obliged for your _____ and have you act as one of our _____

Allude, *verb*, to refer. **Allusive**, *adj.*, referring. **Allusion**, *noun*, reference.

Elude, *verb*, to escape, to evade. **Elusive**, *adj.*, evasive. **Eelusion**, *noun*, act of evading.

Illude, *verb*, to deceive. **Illusive**, *adj.*, deceptive. **Illusion**, *noun*, deceitful appearance.

Exercise for Dictation, 32

1. We allude to the story of the man who made an allusion to the incident. 2. The exhibition of legerdemain was so

illusive in its appearance, and the quick motions so effectually illuded our keenest vision, as to form a perfect illusion. 3. The prisoner eluded the watchfulness of his keeper, and made his escape by an act of elusion that was both illusive and elusive.

Exercise for Transcription, 33

(Supply, from the words under examination, the word wanted)

1. An _____ was made to the _____ character of the mirage, and the perfect _____ caused by the peculiar condition of the atmosphere. 2. Whether the man can continue to _____ our vigilance, and succeed in the _____ remains to be seen. 3. We may sometimes _____ others by wrong and _____ statements, but we cannot the penalty for making these _____.

Beside, *prep.*, near, along side of.

Besides, *prep.*, in addition to. *Adv.*, moreover.

Exercise for Dictation, 34

1. Besides the property already described, there is a small shop beside the road, and there is a large house on the premises, besides other buildings. 2. There is also a steam mill beside the brook, and considerable other property besides. 3. Besides the books already ordered, send one dozen copies of "Homonyms," which pack in box beside the others.

Exercise for Transcription, 35

(Insert either "beside" or "besides" as needed)

1. We have a stock of new goods on the way _____ the large stock we have on hand. 2. He was almost himself with joy. 3. There is a large tree standing the stream. 4. The house stands _____ the road. 5. _____ the things you learn from books, there is much that you will learn after you leave school.

Supplementary Exercise, 36

(Strike out the incorrect word)

1. Please send us ten pieces sheeting besides—beside the other goods ordered. 2. We are building a new warehouse which will stand beside—besides the old one. 3. What other articles have you beside—besides those you have mentioned? 4. Please stand besides—beside a moment. 5. There are two loads beside—besides those already sent. 6. The old house still stands beside—besides the river. 7. Beside—besides the mercantile business which he carries on, he is also engaged as an insurance agent.

Bale, *noun*, a bundle. *Verb*, to make into a bundle.

Bail, *noun*, security for a prisoner. *Verb*, to give security ; to ladle out water.

Exercise for Dictation, 37

1. The cotton was baled early in the season, and every bale brought a good price. 2. The pail was broken in bailing out the boat. 3. We went to court to bail out the man who was arrested for assault, the bail having been fixed at £50. 4. We will bale the goods before shipping them, but will not give bail for their safe arrival.

Exercise for Transcription, 38

(Fill in the correct word)

1. The pail is strong, but we cannot put it in the _____ with the other goods. 2. The prisoner secured _____ for his appearance. 3. We had first to _____ out the boat before we could cross the river to _____ the goods. 4. There were one hundred _____ of cotton, besides the fifty _____ of hay in the shipment. 5. We will ship the ten _____ of cotton to-day. 6. I will furnish _____ for the prisoner. 7. We will _____ the goods securely.

Break, *verb*, to rupture, to fracture. *Noun*, a fracture.

Brake, *noun*, a species of fern ; an attachment to check motion of wheel.

Bread, *noun*, baked cereal food.

Bred, *p. part.* of breed ; brought up, trained.

Brute, *noun*, an animal, a vile person.

Bruit, *verb*, to proclaim, to tell publicly.

Exercise for Dictation, 39

1. You should not break a promise. 2. There is an effective brake on the car. 3. We cannot live by bread alone. 4. A well-bred man is a gentleman. 5. It is the faculty of intelligence that constitutes the difference between the man and the brute. 6. It was expected that the populace would bruit the story of their wrongs from the very housetops. 7. If you are careless you will break many things. 8. We hope you will not bruit the rumour about town before it is confirmed. 9. A dog is only a brute, but it sometimes has the intelligence of a man. 10. The cars are equipped with automatic brakes. 11. There was a break in the line.

Exercise for Transcription, 40

(Fill in the correct word)

1. We sometimes call _____ the staff of life. 2. Much depends on how an animal, as well as a man is _____.
 3. The bicycle is equipped with an automatic _____.
 4. You should be careful not to _____ anything, and certainly not your engagements. 5. A _____ is a coarse kind of fern that grows usually on the banks of streams.
 6. Some wagons are furnished with _____ to hold the wheels from slipping. 7. Bakers sell both wheat and rye _____. 8. An ill-_____ person may tell false stories to his fellows. 9. No one but a _____ would run into a child: he would put the _____ on his bicycle in order to prevent the accident. 10. There was a _____ in the water main.

Bare, *adj.*, unclothed, plain, uncovered.

Bear, *verb*, to carry, to support, to tolerate. *Noun*, an animal.

Bolder, *adj.*, more bold.

Boulder, *noun*, a large round-shaped stone.

Baron, *noun*, a title.

Barren, *adj.*, unproductive.

Beat, *verb*, to strike, to whip, to overcome.

Beet, noun, a vegetable.

Exercise for Dictation, 41

1. In some places the ground was almost bare, and the ice was so thin it would hardly bear our weight. 2. We fancied we saw the tracks of a bear in the snow, and we were quite sure the animal was concealed behind a large boulder near the road. 3. The baron said that if the bear had been bolder he might have attacked us, and we beat our horses into a canter in order to escape from the beast. 4. The soil seemed to be barren, but it was thought it might produce a fair crop of turnips or beets.

Exercise for Transcription, 42

(Fill in the correct word)

1. He had no shoes, and went about in his feet.
2. His sorrows were so great he could hardly them.
3. He was rather timid at first, but grew in time.
4. One of the stones was so large and round that it was clearly a .
5. In France the title of is next below that of count, while in England the are the lowest titled nobility in the House of Lords.

Borne, *participle* of bear, carried, sustained, suffered, paid.

Born, *participle* of bear, brought into existence, created.

Bourne, *noun*, boundary, end, limit, extent.

Exercise for Dictation, 43

1. The expenses of the trip will be borne by the firm.
2. Shakespeare was born in 1564. 3. Some men are born great, others achieve greatness. 4. There is no bourn to the extent of human intelligence. 5. The sorrows of many a poor man who was born to affluence, are borne in silence. 6. Some men should place a bourn upon their restless ambition. 7. Not all the burdens of life are borne uncomplainingly.

Exercise for Transcription, 44*(Fill in the correct word)*

1. Christopher Columbus was _____ in Genoa, Italy.
 2. The trials of pioneers are _____ with great fortitude.
 3. Shakespeare speaks of "that _____ from which no
 traveller returns." 4. There are more foreigners than
 native- _____ citizens in some localities. 5. All the
 expenses and losses of a firm must be _____ by the partners
 equally. 6. After we are _____ there are many sorrows
 and troubles that must be _____ before we reach that
 where our troubles end.
-

Conform, *verb*, to agree, to resemble, to make like or according to form.

Confirm, *verb*, to verify, to establish, to corroborate.

Exercise for Dictation, 45

1. It is necessary that you should conform to the rules in all cases, as we have told you before, which statement we now confirm. 2. Latest advices confirm the rumour. 3. We conform to the customs of the country in which we live. 4. We telegraphed you to ship the goods at once, and we now confirm the telegram. 5. We will conform to your wishes as far as possible. 6. Although the actions of their secretary did not conform to precedent, the directors confirmed them.

Exercise for Transcription, 46*(Fill in the correct word)*

1. We will _____ to your suggestions, and will gladly
 your action in the matter. 2. The early rumour
 was _____ ed by subsequent report. 3. Savages seldom
 to the customs of civilized peoples. 4. The treaty
 was duly _____ ed by both nations. 5. We shall be glad
 to _____ to your desires, and cheerfully _____ our
 previous statement to that effect. 6. We cannot _____ to
 the terms you propose, as we must _____ our agreement
 with the other parties.

Confident, *adj.*, sure, positive, having faith.

Confidence, *noun*, trust, faith, belief.

Confidant, *noun*, a close friend.

Confidants, *noun*, plural of confidant, persons in whom we place confidence.

Confidently, *adv.*, implicitly, with confidence.

Confidentially, *adv.*, privately, with confidence in others.

Exercise for Dictation, 47

1. We have every confidence that the plan will succeed, and we are all the more confident since a confidant has imparted to us, confidentially, the facts of the case. 2. Confidence has been very much shaken since the report to the effect that work has been suspended in the mines, and this report has been confirmed by recent advices from special confidants of the operators. 3. Kings do not always place confidence in their confidants. 4. Confidants in whom we have confidence are true friends.

Exercise for Transcription, 48

(Fill in the correct word)

1. Mr. Smith told us that he expected to receive the nomination, but Mr. Williams tells us, also in that he expects to be elected. 2. We are not so of the success of the enterprise as we were before a special of the chairman of the Company told us of their recent losses. 3. The reason why kings do not always put in their is because are not always worthy of .

Supplementary Exercise, 49

(Strike out the incorrect word)

1. We have confidence—confidants in the banks, and are confident—confidant that they will pay depositors in full. 2. Many persons seem to have confidants—confidence, to whom they confidentially—confidently impart their private affairs. 3. If he had no friendly confidence—confidants in whose confidants—confidence we could rely, we could not expect to share their confidants—confidence. 4. A confident

—confidant who confidentially—confidently believes that the confidants—confidence placed in him is shared by other confidence—confidants, no doubt feels confidently—confidentially certain that this sort of confidence—confidants is not strictly confidential.

Counsel, *noun*, advice, adviser, a lawyer. *Verb*, to advise.

Counsellor, *noun*, an adviser, a lawyer.

Council, *noun*, an assemblage, a meeting.

Councillor, *noun*, a councilman, a member of a council.

Consul, *noun*, a foreign minister. A former Roman or French governor or ruler. **Consular**, *adj.*, pertaining to a consul. **Consulate**, *noun*, office or position of a consul.

Consols, *noun*, government funds.

Exercise for Dictation, 50

1. Having invested extensively in consols, and having become involved in monetary matters, I found it necessary to engage counsel to defend myself against the suits brought against me by creditors. 2. I called on Counsellor Smith, and he advised me to consult the English consul in this city, and, if necessary, to bring the matter before the Common Council. 3. Mr. Edwards has been in consular service in the consulate at Brussels, for several years. 4. The Romans had two consuls. 5. A consular invoice is required at the custom-house for goods being sent to some countries.

Exercise for Transcription, 51

(Fill in the correct word)

1. Mr. Smith is _____ for Mr. Jones in the case of *Jones v. Wilson*, which is to be tried in the _____ room where the Common _____ meets, as the court room is being repaired. 2. Mr. Smith is a barrister, and is _____ for Mr. Perkins in his lawsuit. 5. The leaders met in _____, and _____ ed together as to the course they should take. 6. The present British _____ at Geneva has been in _____ service at the _____ there for several years. 7. We have sent a _____ invoice to the custom house with the goods for entry.

Supplementary Exercise, 52

(Strike out the incorrect word)

1. The counsel—council of the wise is better than the council—counsel of the ignorant and foolish. 2. I counsel—council you to beware the councils—counsels of vicious men. 3. Mr. Phillips, the well-known counsellor—councillor, is council—counsel in the case now being tried in the county court. 4. The people met in council—counsel, to deliberate on what they should do. 5. The members of the common counsel—council are called councillors—counsellors. 6. The price of consuls—consols varies with the supply and demand. 7. We send consuls—consols abroad to represent our government in almost every foreign capitol—capital. 8. When a lawyer is employed in a case he is called the counsel—council in that case, but when we speak of his profession, we call him a counsellor—councillor. 9. A counsellor—consular invoice is a bill of goods that is certified as correct by a consul—Council at his consulate—counsellor in a foreign country.

Canvas, *noun*, coarse cloth. *Adj.*, made of coarse cloth.

Canvass, *verb*, to solicit, to visit, for purposes of trade or investigation. *Noun*, soliciting, visiting, etc.

Course, *noun*, direction ; *verb*, to move along. “Of course,” certainly, obviously.

Coarse, *adj.*, rough, of large fibre, unrefined, not fine.

Exercise for Dictation, 53

1. The Arabs live in canvas tents. 2. Agents canvass the country to sell books and other wares. 3. Some shoes are made of canvas for summer wear. 4. A canvass of voters is sometimes made before election, to ascertain how they will vote. 5. Coarse goods are not liked as well as the finer kinds. 6. I advise you to take the shortest course. 7. The ship coursed along the coast for some distance. 8. Coarse persons are not liked in good society. 9. We are at a loss to know what course to take. 10. Of course, we do not want the coarse goods, as we are not looking for canvas. 11. We are engaged in a canvass for subscriptions.

Exercise for Transcription, 54*(Fill in the correct word)*

1. We _____ ed the entire country to sell the goods, and sometimes had to camp out under _____ tents. 2. We wore _____ shoes for greater comfort. 3. We were sometimes at a loss to know what _____ to take, and one person, whom we asked, advised us to take a _____ at school. 4. We soon got our _____, however, and continued our _____ for the sale of the goods as before.

Supplementary Exercise, 55*(Strike out the incorrect word)*

1. We shall begin an active canvas—canvass for the sale of the book. 2. We have already canvassed—canvased the territory. 3. The exhibition was given under a large canvas—canvass tent. 4. Canvas—canvass shoes are more comfortable than leather, but, of course—coarse, the course—coarse canvas—canvass is not so desirable as fine for this purpose. 5. A picture painted on course—coarse canvas—canvass does not seem to have the same effect—affect as when it is painted on fine canvass—canvas.

Correspondent, *noun*, a writer of letters or articles for the Press. **Correspondents**, *noun*, plural of correspondent.

Correspondence, *noun*, letters ; communications ; the act of writing letters or matter for the Press.

Exercise for Dictation, 56

1. Our correspondence is very large, and we now have correspondents in several countries in Europe as well as in America. 2. We learn from our correspondents in London that the market is weak. 3. We are in correspondence with parties in Liverpool. 4. Recent advices from correspondents in Manchester indicate a depressed market in cotton. 5. Some people are very lax in their correspondence, while others are more prompt in replying to their correspondents.

Exercise for Transcription, 57

(*Fill in the correct word*)

1. We have several _____ in Europe, so that the bulk of our _____ is now very large.
2. We were at one time, and kept up our _____ for a long time.
3. If you have _____ you should reply to their letters promptly, and never neglect your _____ for more trivial matters.
4. It is to be regretted that some _____ are not always truthful.
5. Some of our _____ have written recently, and requested that we include in our future _____ any changes in the market.
6. The _____ between foreign countries has largely increased since the reduction of postage, and the number of _____ has increased proportionately.
7. Many _____ discontinue their _____ after a time.

Supplementary Exercise, 58

(*Strike out the incorrect word*)

1. We have been in correspondence—correspondents with parties in America, who report a better outlook for trade.
2. Some of our correspondents—correspondence write us discouragingly.
3. One of the correspondence—correspondents of the London Times gives a graphic account of the recent eruption of Mount Vesuvius.
4. A large amount of correspondents—correspondence between the parties has been submitted in evidence at the trial.
5. One of our correspondence—correspondents in Paris cables us that there is a growing demand for British securities.
6. Our correspondents—correspondence in South America tell us that the coffee crop is almost a failure.
7. We are no longer in correspondents—correspondence with our former South American correspondence—correspondents, as they discontinued their correspondents—correspondence some time ago.

Close (*pron. cloce*), *adj.*, near, narrow, small.

Close (*pron. cloze*), *verb*, to shut up, to complete, to contract.

Close (*pron. cloze*), *noun*, end or near the end.

Cloths, *noun*, pl. of cloth, woven fabrics.

Clothe, *verb*, to cover with garments.

Clothes, *noun* (*pron. cloze*), garments, wearing apparel.

Exercise for Dictation, 59

1. If you do not close the doors and wear warm clothes, you cannot keep warm. 2. The clothes were made from the most expensive cloths. 3. We have an extensive assortment of cloths from which we can make your clothes. 4. We can make your clothes to order at very close figures, and would like to close a deal with you for same. 5. You can clothe yourself at small cost, if you do not buy too expensive clothes. 6. It is now so close to the close of the winter that we must buy our summer clothes.

Exercise for Transcription, 60

(Fill in the correct word)

1. You should keep a _____ watch on whatever is done.
 2. You will find the sentence at the _____ of the chapter.
 3. We use the best imported _____ in making all our _____.
 4. We would like to _____ a contract with you to supply you with all your _____. 5. It is not always the _____ that make the man. 6. I live by the tailor who makes my _____ and I always up my account with him at the _____ of the year. 7. He stood so _____ to the passing wagon that the mud was thrown all over his _____. 8. The porter will _____ the gate at the _____ of the day.

Current, *adj.*, running, flowing, passing, circulating. *Noun*, a moving stream, draught of air, or course of electricity.

Currant, *noun*, a small fruit.

Cellar, *noun*, excavation under a house.

Seller, *noun*, one who sells.

Carat, *noun*, measure of fineness of gold and gems.

Caret, *noun, mark, (^) to indicate omissions.*

Carrot, *noun*, a vegetable.

Exercise for Dictation, 61

1. A currant bush was seen floating down the current of the stream. 2. The gulf stream is only the current of the Amazon river. 3. There is a current report that the currency of the country is to be changed. 4. We send you your

Account Current for the month. 5. The paper contains the current news and items of the day. 6. The currant is an acid fruit. 7. There is a good cellar under the house. 8. The fruit seller has a stand on the corner. 9. Pure gold is twenty-four carats fine. 10. Insert the caret where the letter was omitted. 11. There is a bed of carrots in the garden. 12. Current money is that which is in general circulation.

Exercise for Transcription, 62

(Fill in the correct word)

1. We make _____ preserves and jelly for table use.
 2. The bank will give you _____ funds for the cheque.
 3. The _____ of the river is very swift. 4. There is a
 report that the bank cannot provide
 funds to pay its depositors. 5. The _____ of goods is generally
 called a salesman or saleswoman. 6. Gold with one-fourth
 alloy is eighteen _____ fine. 7. A _____ is used to
 mark the place where a word or letter has been left out.
 8. _____ make good food for cattle, and they are some-
 times used in soups. 9. The _____ under the house is
 very damp.

Supplementary Exercises, 63

(Strike out the incorrect word)

1. There is a current—currant report that currants—
 currents are the cheapest fruit in the market. 2. There is a
 very swift current—currant in the stream below the mill.
 3. They say that a good buyer is better than a good seller—
 cellar of goods. 4. There is a good cellar—seller under the
 house, and a currant—current of air passes through the
 doorway. 5. He has a large crop of currents—currants in
 the garden. 6. You should use a caret—carat to indicate
 the place where a word or letter is omitted. 7. The ring was
 eighteen carrots—carats—carets fine. 8. The gardener had
 a fine bed of carets—carats—carrots in his garden.

Compliment, *noun*, merited praise, commendation, not
 flattery. *Verb*, to praise.

Complement, *noun*, full amount, entirety, completement.

Cereal, *noun*, grain, or food made of grain.

Serial, *noun*, one of a series, a magazine or continued story.

Adj., following in regular order.

Exercise for Dictation, 64

1. I considered it a compliment when I was commended for having secured the complement of members for the club.
2. We now have a full complement of goods for the winter season, and will consider it a compliment to have you call to see them.
3. In one of our popular serial magazines there is an article on cereals.
4. One of the serials, in speaking of the commercial value of cereals in general, discusses the wheat shortage.

Exercise for Transcription, 65

(Supply one of the four words above)

1. The editor of the _____ in question says that the _____ mentioned in the magazine is a valuable and healthful food.
2. I wish to _____ you on having secured the desired _____ of men for your company.
3. Barley is a _____ that is not cultivated to any great extent in this country, although it is mentioned in one of the _____, as a most important _____ in some countries.

Supplementary Exercise, 66

(Strike out the incorrect word)

1. He received a well-deserved compliment—complement.
2. The new goods will make up the full complement—compliment of our stock.
3. We compliment—complement you on your success.
4. There are more cereals—serials grown in the eastern counties than in the western.
5. There is a serial—cereal story running through the magazine.
6. Some serials—cereals are used for breakfast foods.

Ceil, *verb*, to make or affix a ceiling ; *ceiled*, *p. part.*, lined with boards.

Ceiling, *noun*, top or sides of a room. *Adj.*, used for ceilings.

Seal, *verb*, to attach a seal ; *noun*, a stamp ; *Sealed*, *part.*, affixed.

Sealing, *part.* or *adj.*, affixing a seal ; used for sealing.

Condition, *noun*, state, order, stipulation.

Conditions, *noun*, terms.

Exercise for Dictation, 67

1. In the court room, the ceiling of which was decorated with scales of justice, sat the judge examining the conditions in the documents, which had been made legal by sealing.
2. Sealing-wax is not used so much now as it was formerly.
3. The ceiling of the room was beautifully frescoed.
4. We can offer you the goods on the following conditions.
5. The house was in such bad condition that we would not take it under any conditions.

Exercise for Transcription, 68

(Fill in the correct word)

1. We can sell the goods on the following .
 2. The horse is in good , and I will sell him on easy .
 3. We will buy the property on the following .
 4. The of the room fell with a great crash.
 5. The wall was up with pine boards.
 6. The contract was completed by the of the document.
 7. We sell -wax for letters, and paper for the of rooms.
-

Cannon, *noun*, a large gun.

Canon, *noun*, ecclesiastical law or rule.

Casualty, *noun*, an accident, a chance occurrence.

Causality, *noun*, first, or underlying cause.

Exercise for Dictation, 69

1. Cannon to right of them, cannon to left of them, volleyed and thundered.
2. There is a canon of scripture that forbids usury.
3. Slavery was undoubtedly the original causality that led up to the American civil war.
4. By a strange casualty the cannon burst when the salute was being fired.
5. Many of the canons of the church date back to an early period.

Exercise for Transcription, 70

(Insert the word wanted from the four above)

1. The _____ of the artillery poured forth a steady fire. 2. The clergy pay strict attention to the _____ of the church. 3. A terrible _____ occurred, owing to the derailment of the cars. 4. The _____ of the geological formations are not definitely known. 5. Through an unfortunate _____ in jumping from a car, Mr. Smith broke his leg.

Compose, *verb*, to put together, to make up, to write music, to calm, to quiet. **Composed**, *adj.* or *part.*, calm, quiet, made up, written.

Composer, *noun*, one who composes, or writes music.

Composure, *noun*, calmness, quietness.

Compositor, *noun*, one who sets type.

Exercise for Dictation, 71

1. If you will compose yourself and keep quiet you can hear the music of the great composer. 2. The man listened to the charge against him with great composure. 3. Can you not compose something for the occasion? 4. He composed both the words and music for the song. 5. He seemed to be calm and composed during the operations. 6. The compositor set all the type for the book. 7. Beethoven was a great composer. 8. The medicine is composed of several ingredients.

Exercise for Transcription, 72

(Fill in the correct word)

1. One man generally _____ the words, or writes the libretto for operas, while another man is the _____, or _____ the music. 2. He went through the trying ordeal with great _____. 3. The machine is _____ of several parts. 4. The gist of the entire long sentence, which is _____ ed of a great number of unnecessary words, might easily be compressed into half the number. 5. All the _____ in the printing office went out on strike. 6. Verdi was an eminent _____.

Deference, *noun*, respect, regard.

Difference, *noun*, dissimilarity, inequality, variance.

Descent, *noun*, going down, declivity.

Decent, *adj.*, respectful, proper.

Dissent, *verb*, to disagree, to deny or refuse.

Dissension, *noun*, disagreement, quarrel.

Exercise for Dictation, 73

1. With all deference to the statement made by the author of the book, I beg to say that there is a decided difference between the descent from a high mountain and the descent from a tall house, and I must therefore beg to dissent from his assertion. 2. We generally dissent from statements made by those whose views are not in accord with our own, especially when we do not entertain any deference toward those who make the statement, even though their descent from some ancient family may entitle them to consideration. 3. We should have deference to the opinions of others, though we may dissent from their conclusions, and we should certainly have decent regard for our elders.

Exercise for Transcription, 74

(*Fill in the correct word*)

1. The _____ into the cavern was dangerous, and the _____ in the temperature made it all the more so. 2. We pay _____ to those who are older and wiser than we are, but we sometimes _____ from their peculiar notions. 3. We should have a _____ regard for the opinions of others. 4. The _____ from the top of the mountain was as difficult as the ascent—assent. 5. Soldiers must pay strict _____ to their superior officers.

Supplementary Exercise, 75

(*Strike out the incorrect word*)

1. It makes little difference—deference to some people whether strict deference—difference is paid to them or not. 2. The difference—deference shown to our superiors is marked by the deference—difference in their rank or station. 3. The

descent—decent from the housetop was made without difficulty. 4. Your behaviour should always be characterized by a descent—decent regard to appearance. 5. You may dissent—descent from the opinions of others without any lack of difference—deference, where honest differences—deferences exist.

Desolate, *adj.*, abandoned, wasted. *Verb*, to lay waste, despoil.

Desolation, *noun*, conditions of waste or abandonment.

Dissolute, *adj.*, immoral, wanton, of bad character.

Dissolution, *noun*, act of dissolving, separation, disintegration.

Depreciation, *noun*, act of depreciation, decrease in value.

Depression, *noun*, act of depressing, dejection, sinking.

Exercise for Dictation, 76

1. A man of dissolute character can never succeed in business. 2. The forest fire desolated the entire section, leaving a trail of desolation wherever it went, and the whole country seemed to be desolate and forsaken. 3. After the dissolution of partnership, the business was discontinued. 4. Owing to the depreciation of the value of the property it could not be sold profitably. 5. There was a general feeling of depression through the entire country after the war. 6. The city was in a state of desolation after the earthquake. 7. There was great depression among business houses in consequence of the depreciation of values generally.

Exercise for Transcription, 77

(Fill in the correct word)

1. That entire part of the country was in a state of _____ after the cyclone had passed over it. 2. No one wants to employ a person of _____ habits. 3. Armies sometimes _____ a country through which they march. 4. While there is a feeling of _____ among business men, there is no special _____ in the value of property. 5. A large part of this mountain tree presents an appearance of _____ waste.

Desert, *verb*, to leave, to forsake, to flee from.

Deserts, *noun*, things deserved, reward, requital.

Desert, *noun*, waste land, wilderness.

Dessert, *noun*, fruit and the like after dinner.

Exercise for Dictation, 78

1. They wandered off into the desert and were lost. 2. They got their just deserts for what they had done. 3. The soldier who tried to desert was found in the desert. 4. We had strawberries for our dessert to-day. 5. You should never desert your post. 6. Some people never have dessert at their meals. 7. This district was a desert till it was made fertile by irrigation. 8. The Arabs live in the desert. 9. One of the marines who tried to desert was caught and got his just deserts.

Exercise for Transcription, 79

(Fill in the correct word)

1. Our Lord fasted in the _____ for forty days. 2. The sands in the _____ of Arabia are sometimes very hot. 3. We prefer apples to pears for our _____. 4. People who are punished for their crimes get their just _____. 5. Soldiers frequently _____ from the army. 6. After the dinner we had a _____ of pastry, fruits, and ice-cream. 7. One of the party ate so much that he was ill, and then they said he had his just _____.

Device, rhyming with **ice**, *noun*, plan, scheme, method.

Devise, rhyming with **wise**, *verb*, to plan, to leave by will.

Devious, *adj.*, varying, crooked, irregular.

Disease, *noun*, sickness.

Decease, *noun*, death.

Exercise for Dictation, 80

1. A loom is an ingenious device for weaving cloth. 2. It was devised by a man of intelligence. 3. Devious paths are difficult to follow. 4. An incurable disease terminates in the decease of the patient. 5. A device may be successful if it has been properly devised. 6. The deceased devised his property to his wife, although at that time he had only just contracted the disease.

Exercise for Transcription, 81*(Fill in the correct word)*

1. The _____ for spinning cotton by machinery was _____
 ed by a man of great ingenuity. 2. Our descent
 of the mountain was by a difficult and _____ path. 3. After
 the man died, the doctors decided that his _____ was
 caused by a _____ the nature of which they did not under-
 stand. 4. If you will take my advice, you will _____
 some plan, or originate some _____ that will enable you
 to improve your condition. 5. His entire property was
 ed by will to charity.

Divers, *adj.*, some, several, various.

Divers, *noun*, plural of "diver." Persons who dive.

Diverse, *adj.*, different, varying.

Divergent, *adj.*, branching off, differing.

Exercise for Dictation, 82

1. Divers people, at one time, supposed the earth was flat, and when the Copernican system was promulgated, they had diverse and divergent views upon the subject. 2. The divers who went down to examine the battleship, found divers evidences of foul play.

Exercise for Transcription, 83*(Fill in the correct word)*

1. There was a _____ road that led in a different direction. 2. People sometimes entertain _____ views on _____ subjects. 3. The _____ who stay under water a long time, go down in diving costumes. 4. Paths that diverge from straight roads are called _____ paths, and people who differ from others are said to have _____ opinions.

Supplementary Exercise, 84*(Strike out the incorrect word)*

1. Divers—diverse men approached him with divergent opinions which they had to offer. 2. Pearl divers—diverse earn a precarious living, although they sometimes find pearls

of diverse—divers sizes. 3. Some persons entertain divers—diverse views of things which are often at variance with reason. 4. He mentioned diverse—divers matters of a diverse—divers and conflicting nature, about which divergent opinions are entertained.

Disburse, *verb*, to pay out money.

Disbursement, *noun*, paying out money.

Disperse, *verb*, to scatter, to send away.

Defray, *verb*, to pay (as expenses).

Reimburse, *verb*, to pay back.

Exercise for Dictation, 85

1. I will defray all expenses, and reimburse you for all losses and outlays of money. 2. The Company disbursed a large sum during the year, having defrayed all the expenses of the business, and effectually dispersed all their rivals. 3. The police could not disperse the crowd, which developed into a riotous assemblage. 4. The government has disbursed a large amount of money in improvements, for which they are not likely to be reimbursed.

Exercise for Transcription, 86

(Fill in the correct word)

1. The Company will _____ all expenses, and you for any _____ you may make. 2. The police _____ ed the mob with great difficulty. 3. The town will _____ considerable sums on its roads and bridges. 4. The firm will _____ all expenses of their travellers. 5. The government continues to _____ large amounts every year, and the _____ for pensions alone is a large item.

Discomfort, *verb*, to make uncomfortable ; *noun*, disagreeableness.

Discomfit, *verb*, to vanquish, to put to a disadvantage.

Discomfiture, *noun*, defeat, disadvantage.

Demean, *verb*, to behave.

Demeanour, *noun*, behaviour.

Demesne, *noun*, domain, landed property, manor house and land.

Exercise for Dictation, 87

1. We were considerably discomfited, but not altogether discomfited by the heat of the sun. 2. Mr. Mason easily discomfited his opponent in a game of chess, but the latter took his discomfiture with much composure. 3. If you demean yourself properly you may accompany me on a visit to the demesne. 4. The property and the adjacent demesnes were sold for the manorial demesne.

Exercise for Transcription, 88

(*Fill in the correct word*)

1. We suffered great _____ during the voyage, although the ship _____ed itself satisfactorily, and the _____ of the passengers and crew was all that could be desired. 2. The _____ is now occupied by the son of the former owner, who was _____ in his suit for the large estate, but whose _____ has been most exemplary, notwithstanding his _____. 3. The house and adjacent _____ were bought by the present occupant.

Supplementary Exercise, 89

(*Strike out the incorrect word*)

1. We experienced a great deal of discomfort—discomfiture while we were abroad. 2. Mr. Smith discomfited—discomforted his opponent in the argument before the court. 3. A person who demeans—demesnes himself properly is always a gentleman. 4. The property, together with the demesnes—demeans thereon, was devised—devised to the deceased's daughter. 5. The boys who lost the game of football bore their discomforture—discomfiture with quiet demeanour.

Elicit, *verb*, to draw or call out.

Illicit, *adj.*, unlawful.

Eminent, *adj.*, high, exalted, excellent.

Imminent, *adj.*, threatening, menacing.

Exercise for Dictation, 90

1. It was impossible to elicit from the prisoner an admission that he had been engaged in an illicit enterprise. 2. We cannot elicit any statement as to whether the business is of an illicit character or not, and the accused seems to have been somewhat eminent among his fellow-townsmen. 3. The sale of intoxicating liquors is now an illicit traffic in the United States of America. 4. We have not been able to elicit a satisfactory reply from our correspondent.

Exercise for Transcription, 91

(Fill in the correct word)

1. From the appearance of the clouds, we should think that a storm is . 2. The making of counterfeit money is certainly an business. 3. The people of San Francisco had no idea that an earthquake was . 4. Mr. Thompson was an citizen in his own country, but he found himself in danger in his new home, by reason of his political opinions. 5. Mr. Smith is a self-made man, and has made himself by his own exertions.

Legible, *adj.*, readable, plain.

Eligible, *adj.*, electable, choosable, fit, proper, desirable.

Ineligible, *adj.*, not choosable; unfit or undesirable.

Illegible, *adj.*, not readable, indistinct.

Exercise for Dictation, 92

1. It was thought that Mr. Smith was not eligible for the position, as his handwriting is illegible. 2. The ink had faded so much that the manuscript was hardly legible. 3. The sign, which was legible in the flashes of lightning, was wholly illegible in the darkness. 4. The candidate is ineligible on account of his age. 5. The house occupies an eligible position on the farm. 6. The practice of law is an eligible vocation.

Exercise for Transcription, 93

(Fill in the correct word)

1. The superscription on the envelope was fairly , but the letter itself was so that we could hardly

make out whether Mr. Edson was _____ for the position or not. 2. It is desirable that you should write a plain _____ hand, for there is nothing so bad as _____ writing, especially if you wish to make yourself _____ for a good position in an office. 3. The house does not seem to occupy an _____ position. 4. There is no more honourable and _____ vocation than the one you mention.

Supplementary Exercise, 94

(Strike out the incorrect word)

1. The inscription is certainly legible—eligible, but the stone on which it is placed has been put in a most ineligible—illegible position. 2. Any native-born citizen is eligible—legible for the office of president. 3. If the ink fades, the writing will become illegible—ineligible. 4. In order that shorthand notes may be easily legible—eligible, they should be written with great care, otherwise they will be almost, if not quite ineligible—illegible. 5. You must study diligently if you wish to make yourself legible—eligible for an ineligible—eligible position.

Emigrant, *noun*, a person going out (of a country).

Emigrate, *verb*, to leave (a country). **Emigration**, *noun*, act of going out (of a country).

Immigrant, *noun*, a person coming in (to a country).

Immigrate, *verb*, to come in (to a country).

Immigration, *noun*, act of coming into a country.

Exercise for Dictation, 95

1. There are thousands of emigrants from foreign countries who emigrate to this country to better their condition. 2. Our population is largely increased by the vast number of immigrants to England. 3. Most of the immigrants who come here are of the working class. 4. There are now laws restricting immigration, which exclude many undesirable persons. 5. The emigration from our shores to the colonies ought to increase.

Exercise for Transcription, 96

(*Fill in the correct word*)

1. Many of the _____ into the United States from Ireland become politicians. 2. The great tide of _____ from the countries of Europe flows westward, and the _____ to both North and South America is very large. 3. No _____ who goes to America is allowed to remain if he is liable to become a burden to the state. 4. All the _____ who _____ from foreign countries become _____ when they _____ into their country of adoption.

Supplementary Exercise, 97

(*Strike out the incorrect word*)

1. Many of the immigrants—emigrants into this country find it difficult to secure employment. 2. There are emigrants—immigrants from nearly every country of Europe who immigrate—emigrate into the Argentine. 3. When a person leaves his native land we call him an immigrant—emigrant, but when he arrives at his destination he is called an emigrant immigrant. 4. Although there are few immigrants—emigrants into this country, there are many others who emigrate—immigrate into Canada and America.

Errand, *noun*, a message, a sending out.

Errant, *adj.*, wandering.

Arrant, *adj.*, exceedingly bad.

Extant, *adj.*, standing forth, promulgated, in existence.

Extent, *noun*, space, size, breadth.

Extend, *verb*, to reach out, to push forward.

Exercise for Dictation, 98

1. Can you go on an errand for me? 2. The knights errant of old were wandering knights. 3. All the world knew he was an arrant knave. 4. The book is the best specimen of typography extant. 5. The district is small, and limited in extent. 6. The errant vagabond was an arrant scoundrel, and his errand here boded no good. 7. It is probably the

finest example extant of the extent to which a work of this kind may be carried. 8. I extend to you my best wishes, and trust your good influence may extend to the farthest extent.

Exercise for Transcription, 99

(Fill in the correct word)

1. The man went out on an _____ of mercy. 2. We do not know to what _____ the work may be carried. 3. There is no other work of art _____ that is so much admired. 4. There are districts in the interior of Africa whose _____ or area is not definitely known, and, so far as we know, there is no geographical work _____ that gives a description of them. 5. Since you _____ the olive branch of peace we shall be glad to join you in your _____ of mercy and justice.

Emolument, *noun*, stipend; money received for services or as fees.

Emollient, *adj.*, softening; *noun*, a soft substance.

Exercise, *noun*, physical or mental exertion. *Verb*, to use, to practise.

Exorcise, *verb*, to expel, as evil spirits.

Excise, *noun*, duties paid on merchandise.

Expense, *noun*, general outlay of moneys.

Expenses, *noun*, personal outlay of money.

Exercise for Dictation, 100

1. Mr. Edson received two hundred pounds as an emolument for his services. 2. Oil was used as an emollient in softening the leather. 3. The man kept up most violent exercise and used weird incantations to exorcise the so-called evil spirits. 4. The excise on the goods increased their cost and added to the expense of the business. 5. I endeavour to keep my household and travelling expenses down to a minimum. 6. The emollient properties of glycerine are well known. 7. His personal expenses were a part of the general expense of the business.

Exercise for Transcription, 101

(Fill in the correct word)

1. The principal object of office-seekers is to secure the
of office. 2. Beeswax and rosin, melted together,
form an compound as a base for many ointments.
3. Physical is good for the health, and school
s are good for the mind. 4. The ancients professed
to evil spirits by incantation, but we now
them by determination of the will. 5. Internal duties or
revenue is called while duties on importations are
called customs charges. 6. My travelling are
small, but the of the business is very large.

Facilitate, *verb*, to make easy, to lighten.

Facility, *noun*, ease, dexterity.

Facilities, *pl.*, all requisites for doing with ease whatever is required.

Faculty, *noun*, ability, power, energy.

Faculties, *pl.*, mental and physical endowments.

Felicitate, *verb*, to congratulate, to compliment.

Felicity, *noun*, happiness, pleasure.

Exercise for Dictation, 102

1. You can facilitate your progress by adopting proper methods. 2. He can read French with the greatest facility.
3. We must felicitate you on your having effected your purposes. 4. The life of a good man is a life of felicity.
5. You may facilitate the accumulation of wealth, but it does not always insure entire felicity. 6. In elocution all our faculties of speech and motion are called into requisition.
7. If we have ample facilities for both mental and physical exercise, we can quicken all our faculties with gratifying facility.

Exercise for Transcription, 103

(Fill in the correct word)

1. You can your acquisition of mathematics
by diligent study. 2. The with which you speak
French is remarkable. 3. We you on your rapid

progress in your studies. 4. Mere enjoyment is not always real . 5. I you on your having won the race with so much . 6. You can your entrance to good society by cultivating good manners. 7. We have all the necessary for doing the work. 8. All our may be improved by judicious exercise. 9. If we do not have for prosecuting our studies we cannot properly develop our .

Supplementary Exercise, 104

(Strike out the incorrect word)

1. It requires practice to enable one to do anything with facility—felicity. 2. If you wish to enjoy long life and facility—felicity, you should be temperate in your habits. 3. I am pleased to felicitate—facilitate you on your twenty-first birthday. 4. The many facilities—felicities of modern travel facilitate—felicitate our visiting foreign countries. 5. A life of leisure is not always a life of facility—felicity. 6. It will facilitate—felicitate matters and contribute greatly to our facility—felicity if you will facilitate—felicitate the inventor of the machine on the felicity—facility with which it can do the work.

Funeral, *noun*, ceremony previous to burial.

Funereal, *adj.*, sad, mournful.

Feet, *noun*, plural of "foot."

Feat, *noun*, performance.

Fête (pronounced *fate*), *noun*, a festival.

Fate, *noun*, destiny, fortune.

Four, *noun, adj.*, three and one.

Fore, *noun*, front ; *adj.*, forward.

Exercise for Dictation, 105

1. As the funeral went slowly into the cemetery the mourners presented a very funereal appearance. 2. The gymnast performed with the greatest ease the difficult feat of hanging from the trapeze by his feet. 3. It seemed decreed by fate that we should not attend the fête although we tried to be to the fore, but it was four o'clock before we

could get ready to go. 4. The look-out is stationed in the fore part of the ship, and everything is kept in good order, fore and aft.

Exercise for Transcription, 106

(*Fill in the correct word*)

1. An undertaker is sometimes called a director, and one generally thinks of him as a man of demeanour, although he may have a very cheerful disposition. 2. An animal has four , two of them are called feet, and two are called hind . 3. No one knows what may have in store for him. 4. There was a delightful summer in the zoological gardens last night. 5. A fireman once performed the remarkable of jumping down forty from a ladder and landing safely on both .

Former, *adj.*, previous, aforetime, preceding, first in order. Opposite of *latter*.

Formerly, *adv.*, previously, in former time.

Formal, *adj.*, according to form or rule, ceremonious.

Formally, *adv.*, ceremoniously, in a formal manner.

Exercise for Dictation, 107

1. Many people who formerly lived in European countries have emigrated to the United States. 2. People formerly made an informal call, but they now call more formally. 3. They proceeded formally with the work. 4. The House of Commons is opened formally, with the same pomp and ceremony as formerly. 5. Formerly the work was done in a haphazard manner, but now everything is done formally and in order. 6. They were formerly very friendly, but now they are very formal in their intercourse. 7. The former was a lawyer, and the latter a merchant.

Exercise for Transcription, 108

(*Fill in the correct word*)

1. Where there are now fine farms, there were large tracts of desert land. 2. We travelled by stagecoach, but now go by rail. 3. The ceremony was conducted in a

very manner, and everything proceeded
and in accordance with strict usage. 4. All this country
was inhabited by warlike tribes. 5. The document
will be written very , just as was the case .

Supplementary Exercise, 109

(*Strike out the incorrect word*)

1. The Indians formerly—formally lived in America, and entered into formal—former treaties with the white settlers. 2. The United States were formerly—formally colonies of Great Britain, but entered formally—formerly into the Union after the war of the Revolution. 3. The contract was drawn up formerly—formally, according to law, but formally—formerly there was only a verbal agreement between the parties. 4. The former occupant made a former—formal promise to do everything formerly—formally thereafter, and not carelessly or informally—informally as it had formerly—formally been done.

Gild, *verb*, to cover with gold.

Gilt, *adj.*, covered with gold, gilded.

Guild, *noun*, a society or club, a corporation.

Guilt, *noun*, criminality, crime.

Guilty, *adj.*, criminal, proven to be criminal.

Exercise for Dictation, 110

1. Why should we gild refined gold? 2. We have both lacquered and gilt frames for sale. 3. The interior of the dome of the Grand Opera House in Paris is gilt. 4. There will be a concert given by the church guild next week. 5. Every guild is an association, but not every association is a guild. 6. Guilt was stamped in every lineament of the criminal's face. 7. If his guilt is proved, he will be severely punished. 8. Circumstantial evidence seems to prove that the prisoner is guilty.

Exercise for Transcription, 111

(*Fill in the correct word*)

1. We our signs with the best gold leaf. 2. The pedestals of the columns are not solid gold, but are

3. Every member of our _____ is an estimable citizen. 4. The _____ of the Episcopal church is composed of members of that church. 5. The _____ of the prisoner was shown by the evidence, although he pleaded "Not _____" when he was arraigned.

Indict, *verb*, to accuse, to arraign for trial.

Indictment, *noun*, accusation, arraignment.

Indite, *verb*, to dictate to an amanuensis, to compose letters.

Immolate, *verb*, to sacrifice.

Emulate, *verb*, to follow an example, to vie with, to compete.

Emulation, *noun*, strife, competition, imitation.

Exercise for Dictation, 112

1. They will indict the prisoner for trial to-morrow.
2. When he began to indite the letter, the amanuensis began to transcribe it. 3. In some savage countries, the natives immolate themselves before their idols. 4. In civilized countries, people immolate their vices and their vanities, and emulate the deeds of those who are worthy of emulation. 5. The man is under indictment of carrying on an illicit business.

Exercise for Transcription, 113

(Fill in the correct word)

1. If they _____ the accused, he will plead not guilty.
2. We will _____ our reply to the letter at once. 3. In the _____, the man is accused of a felony. 4. Some of the natives of India used to _____ themselves under the wheels of Juggernaut. 5. We should _____ the example of good people so that our deeds, too, may be worthy of _____. 6. The prisoner was arraigned under an _____ for larceny. 7. The lawyer _____ ed the brief to a stenographer. 8. The acts of benevolent people are worthy of our _____.

Incumbrance (or **encumbrance**), *noun*, hindrance, load, lien on property.

Encumber (or **incumber**), *verb*, to burden, to put on a lien.

Incumbent, *noun*, the holder of an office ; *adj.*, imposed as a duty.

Incumbency, *noun*, holding an office.

Recumbent, *adj.*, reclining.

Exercise for Dictation, 114

1. There was no incumbrance on the property, and we do not propose to encumber it with any liens.
2. The incumbent of the office had little to do, and spent most of his time recumbent on the lounge, apparently thinking that it was not incumbent on him to discharge the duties of the office, which he regarded more as an incumbrance than an incumbency.
3. The Bureau of Incumbrances is a civic or municipal office.
4. When a man is encumbered with debt, he is in an unfortunate predicament.

Exercise for Transcription, 115

(Fill in the correct word)

1. We found the _____ of the office disposed to afford us every facility in looking up the records, and we found there was a considerable _____ on the property, which made it _____ on us to refuse the offer for its purchase, as we were already _____ ed with too much real estate.
2. After the man fell, he remained in a _____ position on the ground for some time.
3. The ruins of the old house _____ the ground for months.

(Note. The spelling of *incumbrance* for the *noun*, and *encumber* for the verb, is generally preferred.)

Interest, *noun*, special attention, amount paid for use of money, investment in business. *Verb*, to make interesting.

Interests, *noun, pl.*, one's share in business ; investment.

Instance, *noun*, circumstance, occasion, example, case.

Instants, *noun, pl.*, moments of time.

Insistence, *noun*, persistency ; act of insisting.

Exercise for Dictation, 116

1. The interest on the note is now due and payable at the bank.
2. We are glad to see that you take an interest in

these matters, and should like to interest you in our method of doing business. 3. In the transfer of the property, your interests will not be affected. 4. In this instance, one may see what persevering insistence will do. 5. In a few instants after the command was given, the men rushed forward. 6. There is the instance of a man, who, on a certain instance, undertook to interest some persons in an invention that could save money in various ways, as, for instance, in the making of clothing, the work of hours being reduced to a few instants, and he offered for sale stock of a company in which he himself held large interests.

Exercise for Transcription, 117

(Fill in the correct word)

1. You can get $2\frac{1}{2}$ per cent. on deposits in the Post Office Savings Bank. 2. We do not take much in that, but would like to you in a proposition of our own. 3. Our in the business are not very large. 4. He gained his point by on his right to trial by jury. 5. Let us take the case, for , of a man, who, by reason of the continued of another, committed forgery. 6. It was an of presence of mind when the child was saved from the burning building.

Impossible, *adj.*, not possible.

Impassable, *adj.*, not passable, obstructed.

Impassible, *adj.*, without expression, or emotion; calm, undisturbed.

Exercise for Dictation, 118

1. We found it impossible to go any farther on account of the impassable condition of the roads. 2. We were quite discouraged, but Mr. White's features were quite impassible, indicating his indifference. 3. It was thought that the Alps were impassable, but Napoleon, with a disposition calm and impassible, took his entire army over them. 4. Nothing is impossible to one who is determined to succeed, even though impassable obstacles impede his progress. 5. Of all men, the Indian is the most impassible at all times.

Exercise for Transcription, 119

(Fill in the correct word)

1. With a face _____ to the exigencies of the situation, he stood at bay, and the river being _____ by reason of the floods, and finding it _____ to proceed, he accepted the situation with stoic indifference. 2. When the man was on trial, he maintained an _____ demeanour, because he was innocent. 3. There is an _____ barrier between some of the castes in India. 4. He remained _____, although the way was _____, and it seemed _____ to go any farther.

Ingenious, *adj.*, shrewd, skilful, inventive.

Ingenuity, *noun*, skill, inventive faculty.

Ingenuous, *adj.*, frank, artless, free.

Indigence, *noun*, poverty.

Indigent, *adj.*, poor, penniless.

Indigenous, *adj.*, native, growing in or belonging to a country.

Irrelevant, *adj.*, not relating to the subject.

Irreverent, *adj.*, lacking in reverence, disrespectful.

Exercise for Dictation, 120

1. He was very ingenious, and invented many things. 2. Edison, the inventor, is a man of great ingenuity. 3. He was a man of open and ingenuous disposition. 4. Because a man lacks wealth, and is indigent, it is nothing to his discredit; indigence is not a crime. 5. Indian corn is indigenous to North America. 6. The remark was irrelevant, because it has no bearing on the case. 7. Ill-bred persons are frequently irreverent to their superiors.

Exercise for Transcription, 121

(Fill in the correct word)

1. He was a man of great _____ in the use of tools and was very _____ in solving difficult problems. 2. Although suffering from privation and _____, he was very frank

- and , and was never to those in authority.
 3. Rice is to the soil of China, but by an method of cultivation it is made to grow in other countries.
 4. The lawyer objected to the evidence, because it was , and had no connection with the case. 5. We should never show an spirit towards sacred things.

Supplementary Exercise, 122

(Strike out the incorrect word)

1. One of the most ingenious—ingenuous men I ever knew, made many useful things, and by his ingenuity amassed quite a fortune. 2. If a person is generous and kindly disposed, we say he is ingenuous—ingenious, but if he has no regard for sacred things we say he is irreverent—irrelevant. 3. The statement is wholly irreverent—irrelevant, because it has no connection with the subject. 4. Indigence is a great misfortune. 5. There are some fruits and vegetables that are indigenous to certain countries, but may be made to grow in others by an ingenuous—ingenious development of the plants.

Judicial, *adj.*, pertaining to the office or acts of a judge.

Judicious, *adj.*, right, proper, with good judgment.

Junction, *noun*, union, intersection, connection.

Juncture, *noun*, concurrence of events, critical period.

Jointure, *noun*, an estate settled on a wife.

Jointer, *noun*, a carpenter's or cooper's plane.

Exercise for Dictation, 123

1. Judges in this country wear judicial robes. 2. By judicious management you will be able to succeed. 3. There is a station at the railway junction. 4. He began telling the story, and just at this juncture the fire broke out. 5. A jointure is sometimes a very desirable thing for a woman to have. 6. In giving his judicial opinion the judge showed careful and judicious discrimination. 7. The poor cooper, who used to ply his jointer in his daily work, left his widow a comfortable legacy in the form of a jointure.

Exercise for Transcription, 124

(Fill in the correct word)

1. The _____ ermine used to be worn by all judges.
 2. We think you have made a very _____ selection.
 3. There is a new hotel near the railway _____ .
 4. The young man's father arrived at a most opportune _____ .
 5. Every man who can afford it, ought to settle a _____ upon his wife.
 6. A carpenter uses a long plane, which he calls a _____ for making tight joints.
 7. The decisions which are rendered by some judges are not always of a _____ character.
-

Knave, *noun*, a dishonest person, a villain.**Naive**, *adj.*, artless, innocent.**Naïveté**, or naivety, *noun*, ingenuousness. simplicity.**Nave**, *noun*, interior, or floor space, of a church.**Knight**, *noun*, ancient warrior.**Night**, *noun*, season of darkness.

Exercise for Dictation, 125

1. A knave is a very tricky person.
2. The child appeared to be very naive and happy.
3. Some persons who are more ingenious than ingenuous, affect a naivety that they do not possess.
4. There were no seats in the nave of the church.
5. The knights of old wore armour.
6. Owls turn night into day, and day into night.
7. The knave was not as naive as he feigned to be.

Exercise for Transcription, 126

(Fill in the correct word)

1. The _____ stole the bacon during the darkness of the _____ , and eluded arrest.
 2. Young persons are sometimes very _____ in their conduct and conversation.
 3. _____ is a charming characteristic of the young.
 4. The seats or pews are generally placed in the _____ of the churches in this country.
-

Lose, *verb*, to disappear, to be separated from, to miss.**Loser**, *noun*, one who loses.**Loose**, *adj.*, lax, slack, not close or tight.

Looser, more loose.

Lightning, *noun*, electric flash.

Lightening, *part.*, making lighter.

Exercise for Dictation, 127

1. We are liable to lose everything that we invest in bad speculations. 2. He wore a loose-fitting garment. 3. The animals were let loose for a run. 4. Your ring is so loose that you may lose it. 5. After the ship was struck by lightning, they saved her by lightening her of her cargo. 6. There were frequent flashes of lightning during the storm. 7. After lightening the load the horse was able to draw it easily. 8. There are always losers in every game. 9. We take our chances of losing as well as winning.

Exercise for Transcription, 128

(Fill in the correct word)

1. The horse was tied so _____ that we feared he would get away and we should _____ him. 2. A man may _____ his character if he has _____ habits. 3. We cannot _____ our self-respect if we do not have _____ habits. 4. They say that _____ does not always strike twice in the same place. 5. By _____ the load the horse can haul it easily. 6. A cheerful disposition will assist us in _____ the burdens of life. 7. There was a hole in my pocket and I was afraid I would _____ some of my change.

Supplementary Exercise, 129

(Strike out the incorrect word)

1. He wore a loose—lose garment, and the wind was so high that we expected he would loose—lose it. 2. We are sure to loose—lose confidence in a man who does business in a loose—lose manner. 3. We succeeded in getting the boat off by lightening—lightning it of part of its cargo. 4. When the lightening—lightning struck the tree, the man beneath its branches feared he would loose—lose his life. 5. By lightning—lightening the burden, the load may be more easily carried. 6. If it had not been for the frequent

flashes of lightening—lightning, there was great danger that we would loose—lose our way. 7. Never do things in a loose—lose and careless way, nor loose—lose your presence of mind.

Loathe, *verb*, to despise, to abhor, to abominate.

Loth, *adj.*, unwilling, reluctant. (Followed by the infinitive *to*.)

Limb, *noun*, branch of a tree.

Limn, *verb*, to depict, to paint, to describe by words or pictures.

Exercise for Dictation, 130

1. We are sometimes loth to acknowledge our faults, however much we may loathe them. 2. A skilful painter may limn a picture so well that even the limbs of the trees appear like natural objects. 3. You should shun evil and loathe vice, and ever be loth to associate with vicious persons. 4. A person may loathe his associates, and yet be loth to leave them, especially when some limb of the law limns their apparent virtues in glowing colours.

Exercise for Transcription, 131

(Fill in the correct word)

1. It is natural for us to _____ disagreeable things.
 2. A great artist can _____ scenes that are true to nature.
 3. We suppose you are _____ to take up the work as it is an unpleasant task.
 4. A large _____ of the tree extended out over the road.
 5. The painter undertook to _____ the scene on the walls of the house.
 6. Great _____ of trees were scattered over the ground, which made us _____ to pursue our journey any farther in that direction.
-

Lax, *adj.*, loose, careless, negligent, slipshod.

Lacks, *verb*, needs, requires, is deficient in.

Lesson, *noun*, something to be learned, an example.

Lessen, *verb*, to make less, to diminish.

Exercise for Dictation, 132

1. The boy lacks the inclination to study, because he is lax in all his methods. 2. By securing a complement of members we might lessen the expenses of the club. 3. If the lesson is hard, we should not lessen our efforts to learn it. 4. When a man lacks intelligence, he is pretty apt to be lax in whatever he does. 5. If you wish to lessen the cost of living you should learn the lesson of economy.

Exercise for Transcription, 133

(Fill in the correct word)

1. The man who has money. 2. If a man he is pretty sure to be study your carefully you will for getting your education. 4. We should never our zeal in a good cause. 5. When one cannot replenish his purse by being money, he methods. 6. If you have a difficult to learn you should not your zeal in trying to learn it.

Later, *adj.*, more late. *Comp. degree* of "late."

Latter, *adj.*, or *noun*, the one after, opposite of "former."

Litter, *noun*, rubbish, scattered fragments, debris.

Lighter, *adj.*, more light. *Comp. degree* of "light."

Exercise for Dictation, 134

1. Wealth and wisdom are desirable, but while the former is commendable the latter is essential. 2. The boat arrived later than usual, although the cargo was lighter than it generally is. 3. We might have come by boat or by train but the fare by the latter was too much for our limited means, and, besides, there was a good deal of litter on the track, caused by the storm. 4. When it grew a little lighter we discovered that the floor was covered with fragments of torn paper and litter.

Exercise for Transcription, 135

(Fill in the correct word)

1. Mr. Smith and Mr. Jones are men of distinction, the former being a professor, and the _____ an editor. 2. In consequence of our late arrival, we were obliged to take a _____ train than we intended to. 3. The mail arrived _____ than usual, and we did not know whether to wire you or send reply by a _____ mail, but finally agreed to take the _____ course, as the expense would be considerably _____ by our doing so.

Liniment, *noun*, a medical lotion.

Lineament, *noun*, an outline, as of the face or features.

Lean, *adj.*, thin, not fat. *Verb*, to incline.

Lien, *noun*, security, legal attachment. (Properly pronounced *lee-en*.)

Loan, *noun*, something lent. *Verb*, to lend.

Lone, *adj.*, only, sole, single.

Exercise for Dictation, 136

1. The lineaments of his face were distorted with pain, for the alleviation of which frequent applications of liniment were made. 2. There was a lien on the property in the form of a judgment, to satisfy which the sheriff levied on an old lone, lean horse that was trying to lean against the fence. 3. He was a lone, old man, with wrinkled lineaments, who made and sold liniments for his livelihood, and he offered a lone cow as a lien for a loan which he wished to effect from the bank.

Exercise for Transcription, 137

(Fill in the correct word)

1. Every _____ of the man's face was convulsed with mirth. 2. The swelling was reduced by the application of a strong _____. 3. A _____ man and a _____ dog may in one respect be alike, but for all that they have no facial _____ in common. 4. The only _____ on the property consisted of a mortgage which had been given as

- security for a . 5. If you will me a hundred pounds I will give you a on my house for security.
6. Some people like fat meat, and some like .

Lie, *verb*, to recline, to tell an untruth. *Noun*, a falsehood.

Lye, *noun*, a solution of potash or wood ashes.

Lay, *verb*, did lie ; past tense of " lie." *Trans. verb*, to put down.

Lay, *noun*, a song.

Laid, *verb*, did lay ; past tense of " lay."

Lain, *part. of verb* " lie," to recline.

Lied, past tense of *verb* " lie," to tell an untruth.

Exercise for Dictation, 138

1. There is an old adage that says: " Speak the truth, and lie not."
2. It is no lie to say that soap is made of lye and other ingredients.
3. He told the boy to lay the book on the table, and then he lay down on the sofa, and after he had lain there for some time, he found that the boy had not laid the book on the table, as he said he would, but had lied about it.
4. There is a poem called " The Lay of the Last Minstrel."
5. The ancient lay she sang had long lain in oblivion.

Exercise for Transcription, 139

(Fill in the correct word)

1. I think I will down awhile and rest.
2. Printers sometimes use for cleaning type.
3. The lost axe was found under the snow where it had all winter.
4. He came in tired and down to rest.
5. He sang a strange old that no one had heard before.
6. She the child gently in the cradle.
7. The man who tells a violates one of the commandments.
8. Our hen two eggs yesterday, but will probably only one to-day.

Lead, *verb*, to conduct. *P. part.*, led. *Noun*, advanced position.

Lead (pronounced *led*), a soft metal.

Lumbago, *noun*, a pain in the back.

Plumbago, *noun*, black lead.

Lumber, *noun*, dressed timber, boards, etc.

Lumbar, pertaining to the back or vertebrae.

Exercise for Dictation, 140

1. You should lead others in the right path. 2. It is bad for the boy who is led astray. 3. We sometimes write with a lead pencil. 4. Our guide led us through a long pass. 5. Lead is a useful metal. 6. Lumbago is a species of rheumatism. 7. Lead pencils are made of plumbago. 8. A great deal of lumber is used in buildings. 9. Lumbago gets its name from being in the lumbar region. 10. Take the lead in every good work that you do, for it is better to lead than to be led.

Exercise for Transcription, 141

(Fill in the correct word)

1. You may _____ a horse to the water, but after you have _____ him there you cannot make him drink. 2. If you wish to excel, you should try to get the _____. 3. Bullets for guns are made of _____. 4. A pencil is a convenient thing to have in an office. 5. Rheumatism in the back is called _____. 6. Immense quantities of _____ are found in the woods of Maine. 7. Cabinet makers use large quantities of _____ in their business. 8. The _____ region of the back is sometimes called the loins or reins. 9. The _____ that is used for making what we call lead pencils, is also known as graphite.

Mean, *adj.*, not noble, ugly, disagreeable, penurious ; also middle, average or medium ; *verb*, to intend or signify.

Means, *pl.*, *noun*, possessions.

Mien, *noun*, countenance, general appearance, demeanour.

Middling, *adj.*, medium. *Noun*, a middle grade of cotton.

Middlings, *noun*, mixed feed for horses.

Exercise for Dictation, 142

1. No one likes a man of a mean disposition. 2. Although Douglas was a man of mean birth, he had a noble character.

3. The mean temperature for the month is about forty degrees.
 4. What do you mean to do about it? 5. He had a dignified and pleasant mien. 6. I do not mean to be mean, but I am in only middling circumstances. 7. We ship you the ten bales of middling, as requested, and will send you a car of middlings later on. 8. I do not know what you mean, but judging by your pleasant mien, we do not think there is anything mean about you, and that you mean to ship the middling with the other bales of cotton, and will try to procure the middlings for us of some feed store. 9. The man has no visible means of subsistence.

Exercise for Transcription, 143

(Fill in the correct word)

1. He is _____ and contemptible in all his dealings.
 2. A man may be of _____ birth, and yet of honourable character. 3. "Vice is a monster of such frightful that, to be hated, needs but to be seen." 4. If you to ship the fifty bales of _____ this month, please ship them at once. 5. You may ship me one hundred bushels of oats and fifty bushels of _____ or other coarse feed. 6. A man may be of disagreeable _____, and be _____ in money matters, and not be _____ in disposition, and though he may be without _____ he may not _____ to be dishonest.

Mist, *noun*, fog, obscurity.

Missed, *past tense or part. of verb* "to miss." Did miss.

Missile, *noun*, dart or weapon that is thrown or projected.

Missal, *noun*, a book containing church masses.

Muscle, *noun*, contracting fleshy fibre or tissue.

Mussel, *noun*, a shell-fish.

Monitory, *adj.*, admonishing, warning, threatening.

Monetary, *adj.*, relating to money.

Exercise for Dictation, 144

1. The mist hid everything from our view, and we missed the splendid scene before us. 2. The natives attacked us with their missiles, and drove us back. 3. Missals are books containing the Order of the Mass. 4. One's strength depends

on the development of the muscles. 5. We feared a storm, as the clouds had a monitory appearance. 6. The disturbed condition of the monetary market is monitory of financial troubles.

Exercise for Transcription, 145

(Fill in the correct word)

1. On account of the _____ we could not see the mountain top. 2. In trying to avoid the _____ that were thrown at us, we nearly _____ the boat. 3. There is no _____ used by Non-Catholic sects. 4. The strong man had well-developed _____. 5. Oysters are _____, but all _____ are not oysters. 6. The price was nominal, and no _____ consideration was named. 7. The market was quiet, but there were _____ signs of a decline in values. 8. The clouds were _____ of an impending storm.

Minor, *adj.*, younger, a plaintive key in music, smaller or less.

Miner, *noun*, one who works in mines.

Metal, *noun*, a hard, fusible substance, like iron, silver, etc.

Mettle, *noun*, animal spirit, courage, dash.

Medal, *noun*, a coin-shaped device, given for special merit.

Meddle, *verb*, to interfere, to mix up with things not of your concern.

Mantel, *noun*, a shelf, generally over a chimney.

Mantle, *noun*, a cloak or loose garment.

Exercise for Dictation, 146

1. Archibald Phelps, who is a minor, being only eighteen years of age, and the son of a miner, has written a musical composition in A minor. 2. He is a young man of great mettle, and has received a medal for his bravery. 3. Coins are made of gold and silver metal. 4. If you do not meddle with the affairs of others you will avoid trouble. 5. He stood by the mantel, looking down into the fire, with his mantle hung loosely on his shoulders. 6. A minor cannot vote at elections, but he can meddle in politics if he is so inclined. 7. It is a matter of minor importance.

Exercise for Transcription, 147

(Fill in the correct word)

1. Any one under twenty-one years of age is called a
2. A man who digs coal out of the ground is called a
3. No so much resembles gold as brass.
4. A high-spirited horse is distinguished by his
5. The old soldier was decorated with many.
- for his bravery. 6. If you do not with hot iron, you will not be burned by it.
7. The of fame does not fall on every one's shoulders.
8. The flickering candle on the was nearly burnt out.
9. The music of the song was written in a key.
10. The affair was one of only consideration.

New, *adj.*, novel, unused, fresh.

News, *noun*, intelligence, of recent occurrence.

Gnu, *noun*, animal of the antelope species.

Knew, *verb*, *past tense* of "know." Did know.

No, *adj.*, or *adv.*, negative, not, denial, none.

Know, *verb*, to have cognizance or comprehension.

Exercise for Dictation, 148

1. The new man knew as much about the work as the old hand.
2. The news from our correspondents is very cheering.
3. The gnu is a strange animal, and is found in Africa.
4. We knew that you would be glad to know that we have received a new stock of goods, but no one can know their full value who has only heard the news, and has not seen them.

Exercise for Transcription, 149

(Fill in the correct word)

1. The old clothes never appear as well as the
2. We were waiting to hear the of the election, when the rain which one expected, came down in torrents.
3. The seems to be part horse and part deer, and belongs to the antelope family.
4. Do you your lesson?
5. ; I have not learned it.
6. We that you would have difficulty in collecting your

account. 7. Have you heard the _____ about the accident? 8. We once _____ a man who did not who invented the telegraph.

Ought, *def. verb*, should. (Always followed by infinitive *to*.)

Aught, *noun*, anything.

Naught, *noun*, nothing.

Exercise for Dictation, 150

1. You ought to be careful to see if aught is required or if there is aught that you can do to render others happy. 2. He ought to go, but he may stay for aught I care. 3. We ought to provide for aught that is necessary. 4. Naught was done to prevent the accident. 5. If the column of figures adds up to fifty, set down naught and carry five. 6. There ought to be enough money for all expenses. 7. If aught can be done, let me know. 8. I see naught to prevent carrying out the proposed plans.

Exercise for Transcription, 151

(Fill in the correct word)

1. You _____ to accept _____ that may be given to you. 2. For _____ I know, there is _____ more required. 3. _____ can be done to relieve his sufferings. 4. If there is _____ that I can do, I will gladly do it. 5. You should do _____ to annoy any one. 6. If we engage in speculations we may lose _____ that we invest, but if we avoid taking chances we can lose _____, and we to be prudent in all circumstances. 7. We _____ to try to please our friends, and do _____ that we can to add to their happiness, for _____ is more desirable than a happy disposition.

Opposite, *prep.*, over against.

Opposition, *noun*, resistance ; an opposite position.

Apposite, *adj.*, fit, proper.

Apposition, *noun*, the predicate noun in grammar.

Omission, *noun*, act of leaving out.

Emission, *noun*, act of sending, or forcing out.

Exercise for Dictation, 152

1. The post-office is opposite the church. 2. We do not intend to do anything in opposition to the proposed measure. 3. The predicate noun is said to be in apposition to the subject; as "Mr. Jones is a lawyer." 4. The remark was very apposite, although it was made in opposition to the prevailing sentiment. 5. There was much opposition to the new law, on the part of those who held opposite opinions. 6. By the omission of a word, the sentence was rendered ambiguous. 7. The constant emission of steam produced a disagreeable noise.

Exercise for Transcription, 153

(Fill in the correct word)

1. Nouns and pronouns in _____ should be in the same case as the subject. 2. We will offer no _____ to your plans. 3. The sentiment expressed by the speaker was entirely _____ and well suited to the occasion. 4. The two men were going in _____ directions. 5. The sins of _____ are as bad as the sins of commission. 6. There was a steady _____ of water at the mouth of the drain.

Supplementary Exercise, 154

(Strike out the incorrect word)

1. There is no serious opposition—apposition to the building of the new railway, as its construction is not only plainly apposite—opposite, but requisite. 2. The two men sat opposite—apposite each other at the table. 3. Nouns and pronouns in apposition—opposition should be of the same number as the subject; as "all the boys are excellent pupils." 4. By the emission—omission of a single letter the word "found" becomes "fond." 5. There will be no omission—emission of steam if the valve is closed.

Ordinance, *noun*, a law or rule, generally passed by a civic body.

Ordnance, *noun*, large guns, cannon, howitzers, and so on.

Obsequies, *noun*, funeral ceremonies.

Obsequious, *adj.*, servile, cringing, fawning, over polite.

Audience, *noun*, assemblage, people who listen to a discourse or play.

Exercise for Dictation, 155

1. The board of aldermen passed an ordinance preventing the carrying of firearms. 2. The left wing of the battalion attacked the enemy with their siege guns and ordnance. 3. The obsequies of the late Major Wilson were largely attended. 4. The servant made an obsequious bow and retired. 5. The audience listened attentively to the lecture. 6. An ordinance was passed prohibiting parading through the streets with the ordnance. 7. The artillery fired a volley with the ordnance at the obsequies of General Smith.

Exercise for Transcription, 156

(*Fill in the correct word*)

1. An _____ was passed by the common council to prevent the throwing of offal in the streets. 2. The artillery opened fire with the entire _____, and forced the enemy to retreat. 3. The _____ attentions of the fawning sattelite disgusted every one. 4. The soldiers fired a volley from the _____ in accordance with a special _____ passed by the board of aldermen.

Supplementary Exercise, 157

(*Strike out the incorrect word*)

1. It is proposed to enact a new ordinance—ordnance to regulate the speed of motor-cars. 2. The army has been equipped with ordnance—ordnance and ammunition. 3. The obsequies—obsequious of the late General were held with full military honours, all the artillery and ordnance—ordnance being in the funeral procession. 4. The obsequious—obsequies attentions of any one are generally displeasing. 5. The ordinance—ordnance is a necessary part of the equipment. 6. Nothing is more offensive than the obsequious—obsequies attentions of an officious person.

- Ore**, *noun*, crude or unsmelted metals.
O'er, *prep.*, contraction of "over."
Oar, *noun*, implement for propelling a boat.
Oral, *adj.*, spoken, by word of mouth.
Offal, *noun*, waste matter, refuse, rubbish.
Awful, *adj.*, terrible, tremendous.
Oscillate, *verb*, to swing, to vibrate.

Exercise for Dictation, 158

1. Large quantities of copper ore are found near Lake Superior. 2. "The midnight moon serenely smiles o'er nature's soft repose." 3. We had to scull the boat as one of the oars was broken. 4. Oral arithmetic is now taught in many schools. 5. There was an awful odour from the offal that was thrown in the streets. 6. The pendulum oscillates with perfect regularity. 7. High o'er the house-tops towered the mountain where they found the precious ore.

Exercise for Transcription, 159

(Fill in the correct word)

1. There is much iron _____ in the mountains. 2. The bird flew _____ the tree-tops. 3. They could not prove the agreement because the contract was an _____ one, and not written. 4. An ordinance was passed compelling householders to remove the _____ from their dwellings. 5. The boatman, who was taking some _____ from the mine, broke an _____ and was carried over the rapids.

- Patient**, *adj.*, uncomplaining, enduring; *noun*, a sick person.
Patients, *pl.*, of "patient," sick person.
Patience, *noun*, endurance, suffering without complaint.
Prescient, *adj.*, foreknowing.
Prescience, *noun*, foreknowledge.

Exercise for Dictation, 160

1. He was the most patient of men, even when he was a patient in the hospital. 2. All the doctor's patients seem to be doing well. 3. Very few men are sufficiently prescient

to tell what the future will bring forth. 4. Absolute prescience is an attribute of divinity only. 5. Patience and endurance may enable us to withstand the ills of life, but they cannot endow us with the prescience to enable us to avoid these evils.

Exercise for Transcription, 161

(Fill in the correct word)

1. You should try to be _____, although your lot may be hard. 2. The _____ seems to be improving, and is resting quietly. 3. Fortune-tellers pretend to have the gift of _____, but their predictions are mere guesswork. 4. Do not imagine a man is _____ because he makes a shrewd guess as to future events. 5. All the _____ in the hospital seem to be enduring their sufferings with the utmost _____.

Supplementary Exercise, 162

(Strike out the incorrect word)

1. You should have "patience—patients and continuance in well-doing." 2. All the patients—patience in the hospital are convalescing. 3. You can accomplish much by patients—patience and perseverance. 4. Sick persons are called patience—patients, because they usually have great patients—patience during their illness. 5. The faculty of prescience—prescients is not given to mankind in general, and there are very few who are even prescient—prescience in regard to things that are obviously likely to occur.

Prospect, *noun*, a view of scene ; the outlook or appearance of things.

Prospective, *adj.*, apparent, possible, from appearances.

Prospectus, *noun*, a circular letter containing prospective plans.

Perspective, *noun*, apparent distance of view in a picture or scene.

Prosecute, *verb*, to push forward ; to sue at law.

Prosecution, *noun*, act of pushing forward, or suing at law.

Persecute, *verb*, to pursue with malice, to inflict injury.

Persecution, *noun*, act of inflicting injury.

Exercise for Dictation, 163

1. You should prosecute the work with diligence, but do not persecute any one in doing so. 2. There is a fair prospect that the work will be successful. 3. The prospect from Mt. Pilatus is grand. 4. There does not seem to be any prospective advantage in the transaction. 5. Do you think there is any prospect of our success? 6. The perspective in the picture was perfect. 7. Mr. Jones will prosecute the persons who did the damage. 8. The early Christians were often persecuted. 9. There is a prospective change in our affairs. 10. We will issue a prospectus of our publication in the near future.

Exercise for Transcription, 164

(*Fill in the correct word*)

1. We think there is a _____ that the sale will be made.
2. You should _____ your studies diligently. 3. It is unjust to _____ those who are weaker than you are.
4. The _____ from Snowdon is fine, and there is a natural _____ in the views taken there. 5. We will send you a _____ of our _____ plans shortly. 6. There is a good _____ that he will succeed in his business if he _____ it vigorously. 7. There is a law against the _____ of animals. 8. A landscape without good _____ is not a work of art. 9. There is a _____ plan to build a hotel. 10. The publishers will send out a _____ containing a full list and account of their _____ publications.

Plain, *adj.*, easy to understand, level, smooth, coarse, homely.

Plains, *noun*, large extent of level ground.

Plane, *noun*, level surface, carpenter's tool. *Verb*, to make smooth.

Plan, *noun*, a method or scheme. *Verb*, to make a plan.

Plant, *noun*, a shrub or vegetable; buildings and equipment.

Exercise for Dictation, 165

1. It is plain that a geometric plane cannot be a curved surface. 2. It is better to use plain language than exaggerated forms of speech. 3. The carpenter planed the board with a

smoothing plane. 4. The western plains are sometimes called prairies. 5. It is better to be plain of feature than to have a weak mind. 6. According to the plans, the entire plant for the factory is to cost five thousand pounds. 7. We expect to plant part of the field with corn, and set out cabbage plants in the rest of it.

Exercise for Transcription, 166

(Fill in the correct word)

1. The train crept slowly up the inclined _____ of the railroad. 2. It is _____ that if we carry our _____ into effect we will _____ our garden early and set out the more hardy _____ first. 3. The Indians formerly roamed over the _____ of the west. 4. The man wore very _____ clothes, but he was the owner of the entire _____ of the great cotton mills. 5. We are considering a _____ by which we may be able to increase our business. 6. It is customary to _____ off the rough surface of a board with a jack- _____ first, and then dress it down with a smoothing _____.

Present, *adj.*, in this place. **Noun**, something given. **Verb**, to give.

Presents, *pl.* of "present"; things given, legal documents.

Presence, *noun*, nearness, act of being present, personal bearing, alertness of mind.

Presentment, *noun*, presentation, act of presenting.

Presentiment, *noun*, foreboding, apprehension.

Exercise for Dictation, 167

1. Each one who is present may expect to receive a present. 2. Know all men by these presents. 3. We stood in the presence of the king, having brought presents for his majesty, as well as for others of the royal household who were in his presence. 4. After the grand jury made its presentment, the prisoner was brought into the presence of the judge, looking as though he had a presentiment that he would be found guilty. 5. The prince was a man of dignified presence, and possessed great presence of mind.

Exercise for Transcription, 168

(Fill in the correct word)

1. James was not _____ when the roll was called.
2. He received a _____ on his birthday.
3. She found a great number of Christmas _____ on the table in the morning.
4. The party of the first part agrees to pay in accordance with the terms stipulated in these _____.
5. He made a confession in the _____ of all who were at the time.
6. He is a man of most conspicuous _____, and his _____ of mind is remarkable.
7. The _____ of the grand jury contained the charge against the prisoner.
8. He had a _____ of danger before he started on his journey.

Pass, *verb*, to meet, to go by or through, to advance, to serve (as food), to spend (as time), to enact (as laws), to move, to outrun. *Noun*, a passage or way.

Passed, *past tense or part. of verb* "pass"; went, met, spent, etc.

Past, *adj.*, done, finished, gone, remote, distant, former. *Prep.*, by, beyond, over. *Noun*, past time. Note. *Passed* should follow *has*, *have*, and *had* (verbals) and *past* follows *is*, *was*, and *were*, except in the passive voice.

Exercise for Dictation, 169

1. We passed up the river, and went past the Highlands, and went on past the scenery on the shores—beautiful past all conception.
2. We went through a narrow pass, and passed up to a high mountain.
3. His sufferings are past for the present, and he passed a quiet night.
4. The senate has passed the bill, and when it has been passed by the House, it will become law.
5. All our troubles are past and ended, and the past is only like a dream.
6. The first horse passed the second at the half-mile point.
7. In past ages they passed some strange laws.

Exercise for Transcription, 170

(Fill in the correct word)

1. We _____ over a large extent of country during the year.
2. I _____ him in the street this morning,

and had no sooner gone him than he from
 my mind. 3. He a very creditable examination,
 and it is all question that he will be to a
 higher position. 4. He the night very comfortably,
 and is now all danger. 5. There was a narrow defile
 or through the mountain gorge. 6. We
 a few days in Paris during the week, and then
 on to London where we have been visiting the
 tower and other places built in ages by men who
 long ago away and are forgotten. 7. The legis-
 lature has a bill to prevent gambling. 8. The
 , the present, and the future teach us all our wisdom.
 9. After our steamer the other boat, we went below,
 where the scenes of the day were forgotten, and we
 the remaining hours very pleasantly. 10. He just
 went the house.

Pervade, *verb*, to permeate, to fill.

Purveyed, *verb, past tense* of "purvey," to provide or supply
 food, etc.

Prevision, *noun*, foresight.

Provision, *noun*, things provided.

Provisions, *noun*, food, etc.

Exercise for Dictation, 171

1. There is a theory that electricity pervades all space.
 2. The commissary purveyed for the troops satisfactorily.
 3. There is a kind of prevision that enables us to provide for
 the future. 4. Ample provision has been made for the
 safety of the passengers. 5. The blood pervades the entire
 human system. 6. The landlord purveyed capitally for his
 guests. 7. There may be such a thing as actual prevision
 into the future, but it does not pervade ordinary human
 intelligence to any great extent. 8. The host purveyed
 excellently, and there was no lack of provisions for the whole
 company. 9. Mine host purveyed capitally for his guests
 by making ample provision for their comfort, and by supplying
 abundant provisions for their meals.

Exercise for Transcription, 172

(Fill in the correct word)

1. A feeling of satisfaction _____ the inner consciousness of the man whose _____ enables him to make ample _____ for the future.
2. A feeling of discontent seemed to _____ the entire army when the quartermaster no longer _____ for their subsistence.
3. Fortune-tellers pretend to have the power of _____, and yet, in some cases, they do not make _____ for their own necessities.
4. There was a sense of unrest that seemed to _____ the mind of the public when there was evident lack of _____ in making _____ for their welfare, for which the general government had previously _____ most generously.

Principle, *noun*, rule, method, characteristic, element (a thing).

Principal, *adj.*, chief, of the highest or first rank, leading.

Principal, *adj.*, used as a *noun*, 1: a *person*, as the principal of a school, or of a firm, etc. 2: a *sum of money*, as money at interest, etc.

Exercise for Dictation, 173

1. The principal persons in the enterprise were the principals of some of the schools and the principals of other enterprises, who held it to be one of the principles of their business career to regard every principle of integrity as the principal principle in any undertaking; and they sought to disseminate these principles principally among those with whom they came in contact in all their principal business relations with others whose principles were characterized by these underlying principles of native honesty, which principles were their unfailing rule of action.

Exercise for Transcription, 174

(Fill in the correct word)

1. He was a person of correct _____.
2. The reason why he did not succeed was because of his bad _____.
3. The larger the _____ the larger the interest.
4. There were two _____ in the school.
5. Messrs. Williams and _____

Jones were the _____ in the undertaking. 6. The thing about it was its simplicity. 7. A _____ of honour is involved in the transaction. 8. The _____ on which the machine was constructed was obvious. 9. The of freedom, the _____ of religious liberty, and the of self-government were the _____ that actuated our forefathers. 10. The reason why we have better schools is because they have better _____ over them.

Supplementary Exercise, 175

(Strike out the incorrect word)

1. The principal—principle feature in the case was that the principal—principle of one of the schools had invested all his principal—principle or capital in the speculation. 2. The principal—principle of the steam-engine is the rule by which water is converted into vapour. 3. The principle—principal man in the town is the principle—principal of the school. 4. A principal—principle of true religion is shown in our desire to render other people happy. 5. The principle—principal reason why we do not understand the principal—principle of electricity is that it is an invisible agent. 6. The principal—principle thing to be considered is whether the principle—principal of the enterprise has a just conception of the principals—principles of the business. 7. The principal—principle of truth is one of the principles—principals that should govern every man's conduct.

Permanent, *adj.*, firmly fixed, durable.

Prominent, *adj.*, bold, conspicuous, eminent.

Pre-eminent, *adj.*, high in rank or station.

(Note. Each of the above words may be converted into an *adverb* by adding the terminal-*ly*.)

Exercise for Dictation, 176

1. The house is built on a permanent foundation. 2. Mr. Smith is a prominent citizen, and stands pre-eminent among his fellow men. 3. He maintained that he had been prominent in the work, and had established the business on a permanent basis. 4. He stood pre-eminent among other men in his

endeavour to bring about reforms. 5. The business seems to be permanently established, and prominently recognized by men who are pre-eminently conspicuous for their probity in the commercial world.

Exercise for Transcription, 177

(Fill in the correct word)

1. Mr. Jones is one of the most merchants in the city, and has built up his business on a foundation by the strictest honesty. 2. The house occupies a position on the crest of the hill. 3. Mr. Smith is one of the citizens of the town, and is for his charity and good works. 4. The sun is the most object in the heavens. 5. Mr. Wilson has built a house here, and now has a residence in this community. 6. King Solomon was ly wise above all other men of his time.

(Note. *Permanent* is generally applied to *things*; *prominent* to both *persons* and *things*, while *pre-eminent* modifies *persons* only, and conveys the idea of a higher degree of eminence than *prominent*.)

Pier, *noun*, a wall; support of a bridge; wharf. *Adj.*, tall and narrow, as a pier glass, a pier table.

Peer, *noun*, a nobleman; an equal of the higher class. *Verb*, to look.

Paper, *noun*, in a commercial sense, notes, checks, or anything of similar character that may be converted into cash.

Papers, *noun*, in the plural, legal documents, briefs, testimony, etc.

Exercise for Dictation, 178

1. The piers of the bridge were carried away by the freshet. 2. When Disraeli was made a peer his name was changed to Beaconsfield. 3. We stood on the pier and waved our hands to the departing steamer which bore away one of the peers of the realm. 4. The judge took the papers before making his decision. 5. The banks have discounted a good deal of paper during the week. 6. He peered through the mist in search of the lost animal.

Exercise for Transcription, 179

(Fill in the correct word)

1. The House of Lords is composed of the _____ of Britain. 2. Mr. Jones is a prominent citizen, and the _____ of any man in this community. 3. The ship lies at the _____, and is taking on supplies for the subsistence of the passengers and crew. 4. Some gilt-edged _____ has been refused on account of scarcity of money. 5. All the _____ in the case were submitted to the judge.

Petition, *noun*, an urgent request, an entreaty. *Verb*, to ask.

Partition, *noun*, a division ; a dividing wall. *Verb*, to divide.

Possession, *noun*, ownership.

Position, *noun*, place.

Exercise for Dictation, 180

1. After the partition of the estate, there was a petition for the possession of the property by one of the heirs who held the position of County Clerk, and whose office was separated from that of the judge only by a thin board partition, and when the petition was brought before the judge he decided that he could not grant the petition of the claimant whose position was on the other side of the partition, as the partition of the property had already been made, and he could not oust the present owners from the possession of the estate, and so he denied the petition for possession by the claimant.

Exercise for Transcription, 181

(Fill in the correct word)

1. A _____ was presented to parliament asking for the repeal of the stamp tax. 2. There was a _____ between the two rooms. 3. He obtained _____ of the property by decree of the court. 4. The judge has ordered the executor to _____ the estate for the benefit of the heirs. 5. Mr. Ames has secured a desirable _____ in a government office. 6. The people _____ ed for the right of trial by jury.

7. The house occupies a prominent on the side of the hill. 8. The new owner of the place will take in a few days. 9. They could not the property satisfactorily, so the court ordered it to be sold, and the proceeds were given into the of the heirs.

Precede, *verb*, to come or go before. *Part.*, preceding, preceded.

Precedent, *noun*, something done before which serves as an example.

Precedence, *noun*, place or position before in order of rank.

Preside, *verb*, to rule, as over a meeting, society or country.

President, *noun*, one who presides or rules.

Exercise for Dictation, 182

1. Preparation should precede haste in your work. 2. Spelling should have precedence to grammar in your studies. 3. There was no precedent for freeing the slaves, except as an act of war. 4. The dawn will always precede the day. 5. A major ranks higher than a captain, and there is no precedent for changing this order of precedence. 6. The president was unanimously elected, and will preside at all the meetings of the society.

Exercise for Transcription, 183

(Fill in the correct word)

1. A is something that has been done before, and serves as an example. 2. A is a man or woman who has been elected to at meetings, or to rule over a country. 3. The inauguration of George Washington, as of the United States, served as a for the inauguration of all later . 4. A person or thing that another is said to have to or over that person or thing, but a person is never considered to be a , although he may be a if so elected, as only a thing, and not a person, can be a .

Proceed, *verb*, to advance, to go forward.

Proceeds, *noun*, net amount, after deducting interest, etc.

Procedure, *noun*, act of going on, method of proceeding.

Proceedings, *noun*, transactions, business done at a meeting.

Prescribe, *verb*, to give directions, to indicate remedies.

Proscribe, *verb*, to prohibit.

Exercise for Dictation, 184

1. When proceeding with your studies, it is better to proceed slowly at first. 2. The proceeds of the discounted notes have been placed to your credit. 3. This is the usual method of procedure in such cases. 4. The proceedings of the meeting were written in the minute book. 5. The doctor prescribed the medicines for his patient. 6. The use of intoxicating liquors is strictly proscribed.

Exercise for Transcription, 185

(*Fill in the correct word*)

1. In all your work you should _____ with care. 2. The _____ of the sale were invested in business. 3. The _____ of the meeting were characterized by the most careful attention by the audience. 4. We usually adopt the method of _____ adopted by others and with caution. 5. The doctor _____ rest for his patient, and strictly _____ the use of any medicines.

Supplementary Exercise, 186

(*Strike out the incorrect word*)

1. We could not proceed—procede rapidly in the darkness. 2. The proceeds—procedure of the investment amounted to a large sum. 3. They adopted the method of procedure—proceedings followed by their predecessors. 4. The doctor said he would prescribe—proscribe something for the patient. 5. The laws proscribe—prescribe the commission of all crimes. 6. The teacher said he would prescribe—proscribe the methods to be followed.

Populace, *noun*, the people.

Populous, *adj.*, having many people.

Popular, *adj.*, liked or admired by the people.

Poplar, **Popple**, *noun*, varieties of trees.

Pēdal, *adj.*, pertaining to the foot.

Pedal, *noun* (pronounced *pěd-al*), a treadle, operated by the foot.

Peddle, *verb*, to sell from house to house.

Portion, *noun*, a part divided or set off.

Potion, *noun*, a draught, a dose of medicine.

Exercise for Dictation, 187

1. The entire populace was very much excited about the matter. 2. Some sections of the country are more populous than others. 3. Verdi's "Trovatore" is the most popular of all his operas. 4. The poplar is a tall tree, but the popple is smaller, with a quivering leaf, and is also called the aspen. 5. Some animals have claws on their pedal extremities. 6. Bicycles are operated by pedals. 7. The man who started out to peddle goods did not make a success of the business. 8. Each of the heirs got the portion of the property left by the will. 9. The sick man drank the potion with a wry face.

Exercise for Transcription, 188

(Fill in the correct word)

1. Generally, the _____ of European countries, especially in the most _____ districts, is not as intelligent as in England and America. 2. Mr. Adams stands very high in public estimation, and is a very _____ man. 3. There was a row of tall, slim _____ trees on both sides of the road, and several _____ trees in the field, which were distinguished by their trembling leaves. 4. If your _____ extremities are too large for your shoes, you must suffer the consequences. 5. There is a loud _____ and a soft _____ on every piano. 6. If you undertake to _____ small wares from house to house, you may make a decent living. 7. Your _____ of the estate is the same as mine. 8. The man who drank the _____ found it was not medicine, but poison.

Practice, *noun*, repetition, custom, method of doing things.

Practise, *verb*, to do things repeatedly.

Practical, *adj.*, useful, efficient, that which has been done before.

Practically, *adj.*, substantially, to all intents and purposes.

Practicable, *adj.*, feasible, possible, that which may be done.

Practicably, *adj.*, possibly, probably.

Exercise for Dictation, 189

1. It is the practice in some countries to reap grain by hand, as the use of the harvester is not regarded as practicable.
2. It is of no practical value to science to attempt to discover what is practically impossible.
3. It is, practically, a waste of time to study those things that will be of no practical value to you.
4. It is said that "practice makes perfect," so unless you practise what you study it will be of no practical value to you.

Exercise for Transcription, 190

(Fill in the correct word)

1. We must _____ economy it we would become wealthy.
2. Education is of great _____ value to every one.
3. It is certainly _____ to use the steam plough in the soil of the western counties, and its _____ utility has been demonstrated by actual _____ and experience.
4. It has been demonstrated that it is _____ to build houses in sections, and ship them anywhere, and put them up _____ as well as if constructed on the spot.

Quiet, *adj.*, still.

Quite, *adv.*, entirely, wholly, perfectly, very.

Quarts, *noun*, *pl.* of quart, one-fourth of a gallon.

Quartz, *noun*, a silicate mineral.

Quire, *noun*, twenty-four sheets of paper.

Choir, *noun* (pronounced *quire*), a company of singers.

Quoin, *noun* (pronounced *coin*), a wedge.

Coin, *noun*, metallic money.

Coign, or **Coigne**, *noun*, a corner or position.

Exercise for Dictation, 191

1. It is more quiet in the country than in the city.
2. We are not quite ready yet to go.
3. He is quite the gentleman.
4. It takes four quarts to make a gallon.
5. Quartz is a

rocky formation of silica. 6. He bought a quire of paper to write on. 7. The church choir practises every Saturday evening. 8. Printers use quoins to lock up their type forms. 9. There is more paper money than coin in circulation. 10. If you can get a coign of vantage you can see the whole landscape spread out before you.

Exercise for Transcription, 192

(Fill in the correct word)

1. It is always more _____ in the night than in the daytime. 2. We were _____ near the shore, and could see the people on the sea front. 3. He lay perfectly _____ during the operation. 4. We live _____ near the city, and yet it is very _____ there at all times. 5. Two _____ of anything are equal to half a gallon. 6. Gold and silver ore is found in _____. 7. Twenty _____ of paper make a ream. 8. The _____ sang a beautiful anthem in the church. 9. The _____ that printers use are in the form of double wedges. 10. The debt was paid in gold _____. 11. A _____ of vantage is supposed to be some place from which a good view can be had.

Respectfully, *adv.*, with deference or respect.

Respectively, *adv.*, individually, each by himself or herself.

Reality, *noun*, fact, that which is real or actual.

Realty, *adj.*, pertaining to real estate. *Noun*, real estate.

Exercise for Dictation, 193

1. We respectfully solicit your inspection of the goods. 2. We hope that each one, respectively, will have a good report when the time comes. 3. In reality, there have not been many transactions in realty of late. 4. It is expected that each one in the class will listen respectfully, and that each will, respectively, learn the lessons that are assigned. 5. Quotations in realty transactions have been so largely in excess of previous prices that it is feared some operators may lose heavily. 6. We expect each man, respectively, to do his duty, and that each will respectfully salute his superior officer; in reality, we must insist on strict discipline at all times.

Exercise for Transcription, 194*(Fill in the correct word)*

1. Each one, _____, as he entered the room, took his place, and listened _____ to the teacher. 2. Dealers in _____ often find the _____ is quite different from what they anticipated. 3. The great audience listened to the speaker, and each showed _____, by his demeanour that he was deeply interested. 4. The market is in a disturbed condition, and rents are going up every day. 5. In _____, we hardly know whether there will be any improvement for some time. 6. Each of the prospective buyers _____ put in his bid, in the transaction, and, in _____, each waited _____ till the bids were opened.

Supplementary Exercise, 195*(Strike out the incorrect word)*

1. We respectfully—respectively invite your attention to our realty—reality proposition. 2. Each bid will be opened respectively—respectfully (separately) and will be respectfully—respectively considered. 3. The reality—realty market seems to be improving, and, in realty—reality, it begins to look now as though the boom has come to stay. 4. Although there are many men engaged in the reality—realty business, each one, respectfully—respectively, seems to be doing well. 5. We will listen respectfully—respectfully to whatever you may say.

Roe, *noun*, species of deer ; spawn of fish.

Row (ro), *noun*, rank, series. *Verb*, to propel a boat.

Row (row), *noun*, riot, disturbance.

Road, *noun*, a way for vehicles.

Rowed (rode), *verb*, *past tense* of "row" (ro).

Rode, *verb*, *past tense* of "ride" ; did ride.

Exercise for Dictation, 196

1. The hunter shot a roe in the woods. 2. Many people like to eat cod's roe. 3. There is a row of houses in every street. 4. The students are going to row a race on the

river Thames. 5. There was a row among the boys during the game of football. 6. There is a good road between our house and the village. 7. We rowed across the river in a skiff, and then rode to our destination in a wagon. 8. There is a row of elms in the road. 9. The boys who rowed the race got into a row over the distribution of prizes.

Exercise for Transcription, 197

(Fill in the correct word)

1. The _____ of the shad is considered to be dainty food.
 2. A fawn and _____ were seen together on the edge of the woods. 3. The houses collapsed and the bricks fell into the _____. 4. We went out for a _____ on the river.
 5. We frequently _____ on horseback on the _____ to the village when we were in the country. 6. Sometimes we _____ out on the lake in the moonlight. 7. The men who were repairing the _____ created a _____ because their foreman _____ away on horseback without paying them off.

Rain, *noun*, drops of water from the clouds. *Verb*, to descend in the form of water drops.

Rein, *noun*, a bridle. *Verb*, to guide with a bridle.

Reins, *noun*, *pl.*, the loins or lumbar region of the body.

Reign, *noun*, duration of government. *Verb*, to rule or govern.

Rough, *adj.*, not smooth, coarse.

Ruff, *noun*, a wide, ruffled collar.

Rout, *verb*, to expel, to turn out or dig out. *Noun*, a driving or turning out.

Route, *noun* (pronounced *root*), a way or direction.

Exercise for Dictation, 198

1. The rain moistens the ground. 2. When the rein broke, the horse ran away. 3. He tried to rein the horse to the side of the road. 4. He wore a girdle about his reins. 5. The long reign of Queen Victoria was mild and beneficent. 6. The roads are generally rough in the spring. 7. In former times men wore a ruff instead of a collar. 8. Some birds have a

ruff of feathers about their necks. 9. All hands were routed out at an early hour, and when they were ordered they turned out in haste. 10. We took a direct route over the mountains. 11. Wood engravers rout out that part of the cut that is to be blank or white. 12. It is uncomfortable to travel in rough weather.

Exercise for Transcription, 199

(Fill in the correct word)

1. We keep off the _____ with an umbrella. 2. We guided the horse with a _____, and it was always easy to _____ him up to the hitching post. 3. The cowboy wore a leather band about his hat, and a belt about his _____. 4. No one can tell how long the present king's _____ will continue. 5. No one enjoys a sea voyage in _____ weather. 6. The nobleman and women wore great _____ about their necks in Queen Elizabeth's time. 7. We attacked the fort and _____ed the enemy in fine style. 8. We went to Canada by a new _____, which is shorter than the old way. 9. Engravers now _____ engravings with a _____ing machine.

Right, *adj.*, correct, true. *Noun*, truth, justice, etc. *Verb*, to set right.

Rights, *noun, pl.*, things to which one has a just claim.

Rite, *noun*, a ceremony.

Write, *verb*, to form characters.

Wright, *noun*, a workman.

Rote, *noun*, repetition of words from memory.

Wrote, *verb, past tense* of write, did write.

Exercise for Dictation, 200

1. Remember that truth is always right, and every human right is an inalienable one. 2. It is your duty to right all wrongs whenever possible. 3. One of the peculiar rites of the people of India was the suttee, or burning a widow alive on the death of her husband; they thought this was right, to prevent her from marrying again, and as they could neither read nor

write, and had strange ideas of right and wrong, they established this rite many years ago. 4. Formerly a man who worked at a trade was called a wright, but we now use this word only in compounds, as *wheelwright*, *millwright*, etc. 5. Whatever Shakespeare wrote has been repeated by rote by hundreds of actors.

Exercise for Transcription, 201

(Fill in the correct word)

1. If you always do _____ you will not be amenable to the law. 2. You have a _____ to ask questions, but there is no question but that women should have their _____. 3. The Church's _____ of burial is an impressive one. 4. Whatever you _____ for others to read should be as to spelling and grammar. 5. A ship _____ is a man who builds ships. 6. People who say over things by _____ do not always have an intelligent idea of what they are saying. 7. Milton, who _____ the poem of "Paradise Lost," was blind.

Statue, *noun*, an image, generally of marble or bronze.

Statuary, *noun*, collection of statues.

Stature, *noun*, height of a person.

Statute, *noun*, a law.

Statutory, *adj.*, pertaining to a statute.

Status, *noun*, state or condition.

Statu, *noun*, in the state, or condition of.

(Usually preceded by *in* and followed by *quo*, as "in statu quo.")

Exercise for Dictation, 202

1. Curtis, a man of imposing stature, was a member of Parliament, when the Emancipation of Slaves Bill was about to become a statute. 2. The status of the entire country was very much disturbed. 3. He stood like a statue on the floor of the House in opposition to the statute. 4. In the garden there is a statue of great stature, which was placed there in accordance with a statute of the legislature. 5. By a statutory provision, the statuary was placed in the capitol.

Exercise for Transcription, 203

(Fill in the correct word)

1. The _____ of Liberty stands in the harbour of New York, and is of very great _____. 2. A _____ was enacted by congress which provided that the existing _____ between the two countries should not be disturbed, and, for the present, affairs remain in _____ quo. 3. The present _____ of trade is satisfactory, but if Parliament should enact the proposed _____, the effect might be serious. 4. The _____ quo between the two countries remains undisturbed. 5. There are _____ laws to regulate commerce. 6. There is a large collection of _____ in the art gallery.

Supplementary Exercise, 204

(Strike out the incorrect word)

1. A statue—statue was erected to the memory of General Gordon. 2. The Japanese are generally of small stature—statue. 3. There are many statues—statutes that are not fully enforced. 4. The moral status—statue of a country depends on its religious development. 5. Nothing has been done, and everything remains in status—statu quo. 6. There is a great display of statuary—statutory in the Louvre in Paris. 7. A statutory—statuary enactment is an Act passed by Parliament.

Station, *noun*, place, position, location, depot.

Situation, *noun*, occupation, position, location.

Citation, *noun*, a summons, a quotation.

Stationary, *adj.*, fixed, standing, permanent.

Stationery, *noun*, wares sold by a stationer.

Exercise for Dictation, 205

1. The lighthouse stands on a stationary foundation. 2. The train has arrived at the station. 3. I have secured a desirable situation. 4. You must obey the citation of the court. 5. The stationer keeps a large supply of stationery for sale. 6. The house has all modern improvements, including hot and cold water and stationary tubs. 7. The speaker gave a citation from Shakespeare. 8. The building occupies an eligible situation near the railway station.

Exercise for Transcription, 206

(Fill in the correct word)

1. The ship remained _____ for a while, as there was no wind. 2. All _____ is furnished free to members of Parliament. 3. There was a _____ wall on the boundary line. 4. The President occupies the highest _____ in the French Republic. 5. The _____ which I secured was not a desirable one. 6. The court issued a _____ for the appearance of the plaintiff. 7. A _____ engine is one that does not move from _____ to _____ as a locomotive engine does.

Supplementary Exercise, 207

(Strike out the incorrect word)

1. It is not every one who is fitted to occupy a high station—situation in the business world. 2. Whatever is built on a stationary—stationery foundation is pretty sure to stand. 3. There is nothing in the stationery—stationary line that we require at present. 4. It will be necessary for you to obey the situation—citation of the court. 5. We pay out a good deal of money for stationary—stationery during the year. 6. There is a large stationery—stationary engine for running the machinery in the building.

Sight, *noun*, vision.

Site, *noun*, a location, as for a house.

Cite, *verb*, to summon, to recite or quote.

Seen, *part.* of see.

Scene, *noun*, a view, a picture.

Seine, *noun*, a fishing net. Name of a river.

Exercise for Dictation, 208

1. Sometimes when they cite a man to appear in court, he is liberated on bail, but Blackstone cites a case where a man, whose sight was poor, and who formerly owned the site on which the jail stood, was cited to appear before a judge, and no bail was allowed, because if he could commit the crime of which he was charged, when his sight was bad, and, as he was the former owner of the site on which the jail stood, they could not cite him to appear again if he was let go on bail.

2. We have seen the scene you mention, where a fisherman was seen casting his seine into the river Seine, and it was as pretty a scene as we have ever seen. 3. We will draw on you for the amount at three days' sight.

Exercise for Transcription, 209

(Fill in the correct word)

1. When one loses his _____ and is unable to see, it is a very serious loss. 2. The house stood on a very eligible _____, on the brow of the hill. 3. He _____ed a case where a man who had lost his _____, was groping his way along the road. 4. A few fishermen came on the _____, and were wending their way toward the river with a _____ in their hands for catching fish. 5. Some fishermen do not use _____ for fishing, but prefer the hook and line, and would not be _____ using anything else. 6. It was a pretty _____ represented by a picture of a _____ in Italy, which the artist had _____ there, in which a man was _____ with a _____ for catching fish, on the _____ of an old castle, the owner of which had been _____ed to court for some political crime. 7. You may draw on us at ten days' _____.

Suit, *noun*, a set or number of articles. *Verb*, to fit or satisfy.

Suite, *noun* (pronounced *sweet*), a succession or following, as a retinue, or suite of rooms.

Straight, *adj.*, direct, not crooked.

Strait, *noun*, a narrow passage, a difficulty.

Straits, *noun*, *pl.* of strait.

Staid, *adj.*, sober, steady, dignified.

Stayed, *verb*, *past tense* of stay ; did stay.

Exercise for Dictation, 210

1. This is a fine suit of clothes, and I am sure they will suit you very well. 2. The prince and his suite arrived by steamer. 3. It is easier to go round a hill than to go straight over it. 4. There was a strait and winding pathway up the mountain. 5. His expensive habits got him into straits

from which he could not easily extricate himself. 6. We found Mr. Renfrew a very staid man, and we stayed there some time as his guests. 7. By going straight across to the straits you will find the suite of rooms.

Exercise for Transcription, 211

(Fill in the correct word)

1. He bought the _____ of clothes, and they
him perfectly. 2. His majesty was attended by an extensive
_____ of courtiers. 3. They engaged a _____ of rooms
at the hotel. 4. After going _____ across the bay we
came to the _____ between the hills. 5. The man was
in great _____ because he could not pay his bills. 6. The
very _____ and quiet young man who _____ with us
last week, and occupied a _____ of rooms, wanted to buy
a _____ of clothes, but being in financial _____ he asked
for credit, and as his demeanour had been perfectly
the tailor trusted him.

Sold, *verb*, *past tense* of sell, did sell.

Soled, *part.* of sole, to put soles on shoes.

Souled, *adj.*, having soul or spirit.

Sum, *noun*, the total amount.

Some, *adj.*, or *noun*, part or few.

Sometimes, *adj.*, occasionally. (Always one word).

Some Time (nearly always two words), at some period of time.

Exercise for Dictation, 212

1. Shoes that are sold at a low price soon have to be soled and heeled. 2. We sold some of the goods for the same sum that we paid for them. 3. He was a whole-souled man, and sometimes too generous for his own good, but he expects some time to come into possession of a fortune. 4. We will send you something on account some time this month, but cannot send the entire sum till we have sold our new crop. 5. We sometimes think that we may some time be able to buy the house.

Exercise for Transcription, 213

(Fill in the correct word)

1. It happens that when boots are half-
they are as good as new. 2. The property was at
a good price, and realized a handsome for the heirs.
3. A whole- man is always well liked. 4. We
have warm weather in January, but we have not
had any warm weather now for . 5. We cannot
pay the whole this month, but we will pay
of it now and the rest during the next month.
6. The postman comes in the morning, but he has not
been here in the morning for now.

Specie, *noun*, coined money.**Species**, *noun*, kind or class.**Specious**, *adj.*, plausible, showy, ingenious, false.**Specific**, *adj.*, exact. *Noun*, a special remedy.

Exercise for Dictation, 214

1. When specie payment was resumed, bank notes appreciated to par. 2. Pure air is necessary to the existence of the human species. 3. There is a species of fish that has wings. 4. A specious argument may seem to convince for the time. 5. If we are specific in our statements, we shall not be liable to make mistakes. 6. There is a species of men who advance the specious statement that specie is unnecessary in the transaction of business, and that the manufacture of jewellery is the only specific use to which it should be put. 7. Quinine is said to be a specific for chills and fever.

Exercise for Transcription, 215

(Fill in the correct word)

1. Every bank must have a certain amount of as
well as bills in its vaults to meet the demands of depositors.
2. There is a of shark that will eat the human
, and it is called the "man eating shark." 3. It is a
plea, and not a statement, that the human
cannot live without , or some other form
of money. 4. Some doctors think that squills is the best
for colds.

Tracts, *noun, pl.*, parcels, as of land, extent of country ; small pamphlets, usually on religious subjects.

Tracks, *noun, pl.* of track, rails for cars, footprints.

There, *adv.*, in that place. Also used before parts of the verb " to be " like an impersonal expletive, having no distinct definition, as " there was a man," " there will be trouble," etc.

Their, *possessive pronoun*, belonging to them.

Team, *noun*, span of horses, yoke of oxen, etc.

Teem, *verb*, to abound.

Exercise for Dictation, 216

1. There are large tracts of land in some of the western states, that are still undeveloped, and their value, which is small at present, is likely to be largely enhanced as soon as the tracks for the new railroad are laid. 2. The government still has large tracts of land for sale, through which surveys have been made for the tracks of new railroads, where the tracks of the white man have seldom been seen. 3. The forests teem with wild animals, and it is next to impossible to get a team to convey you to a place of safety.

Exercise for Transcription, 217

(Fill in the correct word)

1. In one of the expeditions of the celebrated hunter, Deerslayer, he found the _____ of an animal which were new to him, and _____ appearance filled him with some alarm at first, but when he saw _____ was no danger to be apprehended, he sat down under the shade of a tree, and began to read one of the _____ that a man had given him some days before. 2. The vessels that _____ in our harbours add to our prosperity. 3. It required a strong _____ of oxen to draw the load, as _____ was not a _____ of horses to be had on the premises.

To, *prep.*, toward, and arriving at. Has also various other significations, as " marching to music," etc.

To, *part of infinitive mood*, when it has no special definition, as " to think," " to study," etc.

Come To, *verb*, to revive.

Fall To or **Set To**, *verb*, to start, commence, or go at a thing.

Set-to (hyphenated), *noun*, a contest, struggle or fight.

Lean-to (hyphenated), *adj.*, sloping, as a roof, in one direction.

Two, the numeral, 2. To "cut or break in two" means "in two parts."

Too, *adv.* (generally an *adv. of degree*), a word denoting excess, when it modifies an *adj.*, or other *adv.*, as "too large," "too high," etc. As a primitive *adv.*, "too" means also, as, "If you go, I will go *too*."

Exercise for Dictation, 218

1. When we went to the beach, instead of finding too many bathers there we found, in fact, only two. 2. We were too much interested in the scenery to take note of the passing events, and immediately we came to a sudden stop, when all hands had to get out and set to and help clear away the obstruction. 3. One lady fainted, but came to shortly. 4. Two of the men had a set-to, but soon had too much of that kind of sport, and as the time was too short, and we had too little interest in that sort of thing, we all set to and got ready for our departure. 5. The house had a lean-to roof. 6. If you commence the study, I will take it up too. 7. The stick was too long and we had to break it in two.

Exercise for Transcription, 219

(Fill in the correct word)

1. There were men who went miles and became tired to set or fall and help with the work. 2. When the men had a set-to, one of them was knocked unconscious, but came in a short time. 3. The rope was tied so tightly that we had cut it in ; then we all fell and finished the work. 4. In one place the channel was narrow pass through without difficulty, but the boat ahead of us went through, and our captain said that he could go . 5. There was a lean-roof on the house. 6. The price was high, and we could buy only pounds.

Treaties, *noun*, *pl.* of treaty, an agreement, generally between nations.

Treatise, *noun*, an essay, giving details extensively of a subject.

Tier, *noun*, rows, as of seats, one above another.

Tear (pronounced *teer*) *noun*, lachrymal drops from the eye.

Tare, *noun*, a weed ; a deduction from weight.

Tear (pronounced *tare*), *verb*, to rend.

Exercise for Dictation, 220

1. The benches were arranged in tiers, sloping upward.
 2. His grief was so great that he shed tears like a child.
 3. Many treaties have been made between countries but have been disregarded. 4. Mill wrote a treatise on Political Economy. 5. It is not always easy to separate the tares from the wheat. 6. The tare is that part of merchandise that constitutes the boxing, cooperage, covering, etc. 7. We may tear our clothes on a projecting point if we are not careful. 8. Many treaties were made with the Indians in the early days of the colonies.

Exercise for Transcription, 221

(*Fill in the correct word*)

1. England and France made many _____ during the fifteenth and sixteenth centuries. 2. Flint wrote a _____ on medical jurisprudence. 3. He piled the boxes up in _____ above one another. 4. Children shed _____ on the slightest provocation. 5. The _____ on merchandise is the actual weight of the cooperage, etc., while tret is an allowance of about four per cent for shrinkage. 6. Any kind of weed may be called a _____. 7. Mr. Simmons said he was loth to go, but he must _____ himself away. 8. Among the _____ made with the Indians, that of Penn was probably the most noted.

Up-to-date (hyphenated), *adj.*, modern, fashionable, new.

Up to date (not hyphenated), up to the present time.

First-class (hyphenated), *adj.*, the best of its kind, excellent.

First class (not hyphenated), the highest class or rank.

A-No. 1, or A-1, *adj.*, highest grade.

Exercise for Dictation, 222

1. Up to date, there has been no change in the matter of prices, but we expect shortly to receive a stock of goods that will be up-to-date in every particular, and then prices may be higher. 2. Everything is now in first-class shape, and if we are not in the first class, so far as our business is concerned, it will not be our fault. 3. All those in the first class ought to be first-class spellers. 4. We have received no reply to our letter, up to date, and if you are not more prompt in your correspondence, we fear you will lose your reputation for being an up-to-date house. 5. Our new goods are A-1, and up-to-date in every respect, and their effect cannot fail to impress you favourably, as we assure you they are first-class throughout.

Exercise for Transcription, 223

(Fill in the correct word)

1. We have not heard from you _____, but hope to have an order from you soon, as we assure you that, in style, our goods are strictly _____, and as to quality, they are _____ in every particular. 2. Our house is well known to the trade, and ranks _____ in the Mercantile Agency reports, and we stand in the _____ for fair dealing and probity.

Valuable, *adj.*, of value or worth.

Voluble, *adj.*, talkative.

Veracity, *noun*, truth.

Voracity, *noun*, eating to excess.

Very, *adv.*, exceedingly.

Vary, *verb*, to change.

Verify, *verb*, to make true, to confirm.

Exercise for Dictation, 224

1. Mr. Barnes says he has a very valuable horse, but he is a very voluble man, and his veracity may sometimes be questioned. 2. While there may be a question about the veracity of the man, there is no doubt as to the voracity of the horse, whose appetite never seems to vary. 3. We asked

him if he could verify his statement, and he said that as he was a man of well-known veracity it was not necessary for him to verify the statement.

Exercise for Transcription, 225

(Fill in the correct word)

1. Mrs. Emmons has a very _____ dog, which she says is worth several pounds, and as no one doubts her _____, it is not necessary to ask her to _____ her statement.
 2. Young Johnson is not worth much to his employer, but he is a great talker, and so they say he is more _____ than _____.
 3. He keeps a tame bear in his back yard, but the _____ of the animal is so great that he says the food he eats is more _____ than the bear.
 4. No one doubts the _____ of the story of finding a cannibal island in the Indian ocean, any more than they do the _____ of the cannibals.
 5. The planets never _____ in their orbits, except in accordance with fixed laws, a fact which astronomers _____ by careful calculations.

Wear, *verb*, to put on, as clothes; to give good service.
Noun, the things that are worn.

Ware, *noun*, utensils, dishes, implements.

Wade, *verb*, to walk in the water.

Weigh, *verb*, to ascertain weight; to consider.

Weight, *noun*, specific gravity.

Weighed, *past tense* of "weigh," did weigh.

Way, *noun*, course, direction.

Wait, *verb*, to arrest progress.

Wrapped, *past tense* of "wrap," did wrap.

Rapped, *verb, past tense* of "rap"; did rap or knock.

Rapt, *adj.*, absorbed, transported, deeply attentive.

Exercise for Dictation, 226

1. We generally wear what is fashionable, and if it is serviceable, and wears well, so much the better. 2. It is possible to swim where you cannot wade, or to wade where you cannot swim, but if you are weighed down with heavy clothing, you may not be able either to swim or wade. 3. The parcel was wrapped securely. 4. We rapped at the door several times,

but the occupant of the house seemed to be so rapt in his occupation that he failed to hear us. 5. Among the articles in a department store are hardware, tinware, woodenware, silverware, men's wear, boys' wear, women's wear, and all kinds of wares. 6. They say that "where there's a will, there's a way." 7. If we wish to know what a thing weighs, so as to ascertain its exact weight, we must weigh it on the scales.

Exercise for Transcription, 227

(Fill in the correct word)

1. In hard stores we sometimes find tin and silver , and in clothing and dry-goods stores we find men's , women's and children's . 2. If we wish to know our we must be on the scales, but if we are in a hurry, and cannot , we must find some other of ascertaining our . 3. The hard was in heavy paper, and on the scales to ascertain its , and then sent by express, as they could not for the goods to go slowly. 4. Some one at the door, but we were so in what we were reading that he several times before we heard him. 5. Things that are worn are called , as head , foot , neck , etc., but utensils, dishes, etc., are called , as wooden , iron , etc., but all kinds of goods are called s, in the plural, and the building in which they are kept or stored is called a house.

Wave, *noun*, a billow ; water or air in motion. *Verb*, to move like a wave.

Waver, *verb*, to falter, hesitate or be undecided.

Waive, *verb*, to set aside, to postpone consideration.

Waiver, *noun*, act of setting aside ; postponement of consideration.

Exercise for Dictation, 228

1. We saw the tidal wave coming in, and ran for our lives.
2. The flag waved in the breeze all day. 3. We will waive

consideration of the matter for the present. 4. Waiving, for the present, the question of right, we will proceed on other grounds. 5. The waiver of my client should not be regarded as a forfeiture of his claim. 6. Let us waive the opinions of others on this subject. 7. When we have made up our minds what is right, we should not waver in our purposes. 8. The waiver was accepted by the court. 9. Sound waves move on the same principle as waves of water.

Exercise for Transcription, 229

(Fill in the correct word)

1. We will _____ the objections for the present. 2. The counsel for the plaintiff _____ somewhat when about to present the _____ of his client. 3. The judge _____ the entire matter for the time being. 4. The strong opposition he met caused him to _____. 5. Do not falter or _____ in well-doing. 6. We _____ ed our handkerchiefs at the departing guests, as they were borne away on the rolling _____ s to a foreign shore. 7. The _____ of the defendant's counsel was accepted by the judge.

Wander, verb, to go about aimlessly, to rove.

Wonder, verb, to be astonished, to be curious to know.
Noun, astonishment, curiosity.

Weather, noun, atmospheric conditions. **Verb**, to pass through safely.

Wether, noun, a male sheep.

Whether, conj., which one ; either.

Exercise for Dictation, 230

1. People who wander about aimlessly never seem to accomplish very much. 2. We sometimes wonder why we do not all think alike. 3. No one likes cold or disagreeable weather. 4. I do not know whether I can go or not. 5. We often wonder whether the weather is going to be cold or warm. 6. When speaking before an audience you should not wander away from your subject, or your hearers may wonder what you are trying to say. 7. The captain of the ship did not know whether he could weather the storm or not. 8. The farmer sold a wether out of his flock of sheep.

Exercise for Transcription, 231

(Fill in the correct word)

1. We do not know the train has passed or not. 2. We are filled with when we consider the illimitable extent of the universe. 3. There is some as to who will be nominated. 4. We what the effect of the new tariff will be. 5. It may be too cold, or it may be too warm, but we are always sure to have of some kind. 6. Mr. Alvin sold a out of his flock yesterday, and we he got a good price for it. 7. It takes a staunch ship to a stiff nor'easter.

Wait, *verb*, to rest or pause. *Noun*, a pause or rest.

Await, *verb*, to wait for.

Way, *noun*, a pass or road, manner.

Give Way, *verb*, to yield, to fall.

Away, *adv.*, off, at a distance.

Give Away, *verb*, to give freely.

While, *adv.*, during. *Noun*, time.

Awhile, *adv.*, for a period of time.

Exercise for Dictation, 232

1. He was gone for a while, and then returned. 2. Sit down and rest awhile. 3. Time and tide wait for no man. 4. The old way is the best way. During the fire the wall gave way, and the firemen got away with difficulty. 5. He gave away nearly all his fortune to the poor. 6. We will await your return while awaiting advices from home. 7. He waited for a while outside and then came in and stayed for a while. 8. I will wait awhile and read while awaiting your return. 9. He was gone away for a long time, and on his return he went away again for a while.

Exercise for Transcription, 233

(Fill in the correct word)

1. If the walls of the house should give , it would be disastrous. 2. When you return I will go for myself. 3. He stayed in the country, and then went abroad for a . We your

reply with remittance, for which we can not any
 longer. 5. He pondered over the matter for and
 then said he would further developments before
 making any decision. 6. The traveller rode and
 then got out and walked for . 7. Once in a
 we hear of persons who wait before taking up a
 study, and then find that they have ed too long.

SECTION II

MISCELLANEOUS RULES

SOME SPECIAL WORDS

The following should be written as one word : Something, anything, nothing, everything ; somebody, anybody, nobody, everybody ; somewhere, anywhere, nowhere, everywhere ; sometimes, inasmuch, nevertheless, although, percentage.

The following should be written as two words : Some one, any one, no one, every one, some time, any time, no time, every time ; some things, to wit, per cent., all right.

Note. "Sometime" is written as one word when it means "former," as "the sometime minister to Sweden" ; and we frequently see "someone," "anyone" and "everyone" written as one word. Write "all right," never "alright."

Exercise for Dictation, 234

1. Some one has said that no one can know everything, but if he knows something it is better than nothing. 2. Any one may learn something about anybody, although he may not be able to learn everything about everybody. 3. No one can tell whether any one has been there or not. 4. Some one is always sure to be in the way, whether any one wants him there or not. 5. We have sometimes read or heard that no one knows everything or has been everywhere, but every one knows that he can go anywhere and everywhere, and see anything and everything if he has enough money. 6. We sometimes think it is all right to do things at any time ; nevertheless it is better to do them—or, at least, ninety per cent. of them at some time, rather than at no time. 7. Inasmuch as a large percentage of the amount, to wit £5,000, has already been paid, another payment will not be required for some time.

Supplementary Exercise, 235

(Delete the words not wanted)

1. No one—noone can tell what any one—anyone can accomplish till he makes an effort. 2. It is not every one—

everyone who can do everything—every thing, and although—all though he may do something—some thing, it is far from doing every thing—everything. 3. People some times—some-times imagine they can do almost any thing—anything, but they find that it requires sometime—some time to do next to no thing—nothing; nevertheless—never the less it is possible to effect good results sometimes—some times, in as much—inasmuch as anyone—any one can do some thing—something at some time—sometime and some where—some-where. 4. A large per centage—percentage of the population of great cities, to wit—towit—to-wit, at least forty percent—per cent, has never been any where—anywhere beyond the limits of their own city. 5. It is all right—alright—all-right to have a desire to go every where—everywhere, and see the world; nevertheless—never the less, the great per centage—percentage of the people never go any where—anywhere. 6. Everyone—every one hopes that he may be some body—somebody at some time—sometime, but it takes many years to climb to the top.

LETTERS

(Containing special words in previous exercises)

Exercise for Dictation, 236

Dear Sir:

It is not too much to say that you have altogether over-estimated the ability of the man, and even if you had ten men all together, it is doubtful if they could do the work any better, in effect, than it has been done heretofore.

It is altogether too soon to expect definite results from the tentative efforts so far put forth, but if the men go straight at the work and do not wander about, as they sometimes do, there is no doubt that everything will turn out all right; and that every one will be glad to know that too much reliance has not been placed on the promises already made; as we are all most heartily tired of the present conditions and altogether too much out of patience with the dilatory practices heretofore prevailing.

Yours truly,

Exercise for Dictation, 237

(For writing the indented and quoted paragraph, with a quotation within a quotation)

Mr. Philip Stevens, Jr.,

Dear Sir:

I am just in receipt of the following table from the Collins Manufacturing Company of Cincinnati, Ohio:

“ We cannot finish up the model for the machine you call the ‘ Automatic Distributor,’ before the middle of next week. Will that answer ? ”

I await advices from you before replying to the above cable.

Very truly yours,

Exercise for Dictation, 238

(Letter containing words that are frequently misspelled)

Dear Sir:

In compliance with your request I will endeavour to ascertain what the indebtedness is, and if it does not exceed the amount mentioned in your communication I will report to you definitely some time in February. The writer believes that by skilful management and good judgment the firm can undoubtedly extricate itself from its present embarrassment and pay off its indebtedness as soon as they can ascertain more definitely and absolutely what the deficiency is, and act promptly in providing the necessary equipment, as there is no outside lien on the business. Meanwhile, if it is possible to find some one who would be willing to put something into the business and become a stockholder, after being assured that he could not lose anything by the venture, if such a person is in existence anywhere, it would give the essential aid that is required.

I hope that by diligence and perseverance on my part I may be able to accomplish something toward the rehabilitation of the business, and that you will render me every assistance on your part, as I know that you are actuated by motives similar to my own.

Very truly yours,

RULES FOR THE USE OF FIGURES

1. Use figures for *dates, sums of money, cash and trade discounts*, consecutive numbers (with the abbreviation, *No.*) as No. 5, No. 268, etc., and for measurements of goods, merchandise, etc.

2. Figures may also be used for large amounts, as "6,000 acres," "3,500,000 people," etc.

3. Figures should NOT be used for small numbers, as 10 men, 3 hours, 5 days, etc. These should be written out in words. In fact, it is better to write out all numbers under 100 in words, and sometimes even larger amounts are better expressed in words than figures.

4. Do not use figures for fractional amounts or percentage of area, population, extent or quantity, nor the per cent of anything except discounts. Thus you should write: "Fifty per cent of the people and one-half of the land," and not "50% of the people and $\frac{1}{2}$ of the land." And remember that "per cent" is always two words, and "percentage," one. It is better to write: "We will draw at three days' sight," than "3 days' sight."

5. Words should be used to indicate a period of time that is not an exact date, "the first of the month," "the first of the year," etc., and not "the 1st," etc. Generally, ordinal numbers should be written out, especially in legal papers, as "the party of the first part," etc., but ordinal numbers may be expressed in figures for dates, according to rule 1. Judgment and good taste are required in writing numbers for which no special rules can be given. Figures are like abbreviations, and should be used sparingly and with discrimination.

6. Both words and figures are used for sums of money, and sometimes for dates in legal papers, such as deeds, contracts, mortgages, etc., although now that the typewriting machine is used a repetition is not always necessary to avoid ambiguity or uncertainty.

Exercise for Dictation, 239

(To be dictated. The following sentences are correct as here given)

1. The house is No. 27 State St., and is the third one from the corner. 2. A large number of people live in this street.

(Note. When "number" is used as it is in this sentence it should not be abbreviated.) 3. We shipped the goods on the 27th inst., and they should arrive the last of this month or the first of next. 4. Two boys were found trying to break into the house. 5. We will give you sixty days' time on the goods, with a trade discount of 10% and $2\frac{1}{2}\%$ off for cash. 6. It required two men three days to do the work. 7. We spent five years' time in the country. 8. Send me ten yards of the cloth at 2s. 6d. a yard, as quoted. 9. New York city contains nearly one-half the population of the entire state.

(Portion of Contract)

10. This agreement, made this 20th day of September, 19.., by and between James Smith, party of the first part, and William Jones, of the second part, WITNESSETH that for and in consideration of the sum of Five hundred pounds (£500) to be paid as hereinafter stipulated, it is agreed that thirty per cent of the property shall go to the eldest son; twenty-five per cent to the youngest son; twenty per cent to the daughter, and the residue to the widow.

Supplementary Exercise, 240

(Strike out wrong words or figures)

1. We can offer you the 10—ten pieces of cotton cloth at fivepence halfpenny— $5\frac{1}{2}$ d. a yard, less three per cent—3% trade discount, and two per cent—2% off for cash. 2. We found fifty per cent—50% of the population without the means of subsistence. 3. More than two-thirds 2-3 of the surface of the earth is covered with water. 4. Three—3 men spent two—2 days each in doing the work. 5. The building was begun on the twenty-fifth—25th of August, and occupied the second—2nd and third—3rd lots in the block, being numbered two hundred and seventy-four and two hundred and seventy-six—No. 274, and 276. 6. We sent the goods on the 25th—twenty-fifth ult., and they should have arrived some time the first—1st of the month. 7. There are one million, three hundred and seventy-five thousand, two hundred and twenty-five—1,375,225 acres of land in the tract.

(Sentence from a contract.) 8. The party of the 1st—first part, in consideration of the sum of £200—two hundred

pounds (£200), hereby agrees to sell, transfer and convey the property hereinafter described to the party of the 2nd—second part.

(Note. It is sometimes a matter of no importance whether figures or words are used, as we may say: "10 yards of cloth," or "ten yards"; 50 or fifty bls. of flour; one million or 1,000,000 acres; but where the words occupy too much space, as in the above sentence referring to 1,375,225 acres, figures are preferable; but in no case should you use part words and part figures, as "1 million," "2 thousand," etc. If you write "the houses were numbered 25 and 27," the word "numbered" should be written out, but if you say: "No. 25 and 27," then use the abbreviation for *number*. Remember that the per cent sign (%), and abbreviation (No.) should be used with *figures*, but should be written out when used with *words*. Thus, you should not write "There was a large No. of people there," but "a large number;" or "twenty %" but either "twenty per cent" or "20%," as may be required.)

ROMAN NUMERALS

The Romans used letters instead of figures for numerals, and for this purpose the capital letters are usually employed. You should bear in mind that when letters are used as numerals whether in the Roman or any other system, they are not abbreviations or initial letters, and should never have a period after them except when they occur at the end of a sentence, where the period must be used for the purpose of punctuation. Commas or other necessary marks of punctuation may be used after Roman numerals, just as after figures, when they are required. In writing Roman numerals on the typewriter, care should be taken not to write the small, or lower-case *l* (which is used for the figure 1 in the Arabic method of notation), for the capital *I*, which represents the number one in the Roman method. The other numerals are represented as follows: *V* represents 5, *IV* (that is 5 less 1), represents 4, *VI* (that is 5 added to 1) is 6, *X* is 10, *IX* is 9, and *XI* is 11. *L* represents 50, *XL* 40, and *LX* 60. *C* represents 100 and *XC* represents 90. *D* represents 500, *CD* 400, and *DC* 600. Note that when a smaller number precedes a larger, it is to be subtracted, but when it follows, it is to be

added, and if there are more than one of these numerals required it must be repeated, as : XX represents 20, CCC is 300, DCCC is 800, etc. Never write II for two, or III for three, for II is eleven, and III is one hundred and eleven.

Exercise for Transcription, 241

I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
1	2	3	4	5	6	7	8	9	10	11	12	13
XIV	XV	XVI	XVII	XVIII	XIX	XX	XXI	XXII				
14	15	16	17	18	19	20	21	22				
XXIII	XXIV	XXV	XXVI	XXVII	XXVIII	XXIX						
23	24	25	26	27	28	29						
XXX	XL	L	LX	LXX	LXXX	XC	C	CC	CCC			
30	40	50	60	70	80	90	100	200	300			
CD	D	DC	DCC	DCCC	MC	or	DCD	or	DCCCC	CXI		
400	500	600	700	800	900		900		900	111		
MDCDXXVII	or	MCMXXVII	or	MDCCCCXXVII.								

—1927—

COMPOUND AND HYPHENATED WORDS

The tendency seems to be, more and more, to compound words that were formerly written separately ; but care should be taken not to compound or hyphen words that retain their distinctive character. When two words are united to form one idea, with a new or single meaning, and but one of the words is accented, the rule is to write them as compound words. Below we give a list of some of the principal compound words ; and, while some of them are still written as two words by many good writers, there are other authorities who give a much larger list, some of which it is far better, in our estimation, to write as two words or to hyphenize, as : “seashore, cakewalk, candlelight, hailstorm.” It seems to be largely a matter of taste or opinion whether some words shall be written singly, compounded, or hyphenated. The same words may, however, be sometimes written as two words, sometimes as one, and sometimes hyphenated, as the sense may require. Thus, a *black board* means a board painted *black*, while a *blackboard* means the large black surface of wall or other material in school-rooms. Note the difference between *blackball* and a *black ball*, *birdseye* and a *bird's eye*, *dug out* and a *dugout*, *greenhouse* and a *green house*, *turn out* and a *turnout*, *anybody*

and *any body*; and there are other words of which mention will be made in the hyphenized list, in which a similar distinction should be made.

Some Compound Words

Allspice	Earmark	lightship	salesman
almshouse	eyeglass	lockout	saleswoman
antechamber	eyepiece	loophole	scarecrow
			schoolboy
Barnyard	Farmhouse	Makeshift	schoolfellow
bathroom	farmyard	mantelpiece	schoolmaster
birdseye	fireman	milestone	seagirt
blackboard	firearm	millpond	seashore
blackmail	firefly	miscount	shakedown
bluebird	fireplace	mockingbird	sheepskin
bobtail	flagship	mouthpiece	shorthand
bookmark	flywheel		shotgun
bookstore	footboard	Namesake	signboard
brownstone	footnote	newsdealer	skylark
	footstool	notebook	smokestack
	fourfold		snowdrift
Cardboard		Oatmeal	snowstorm
catchword	Gamekeeper	officeholder	staghound
carload	grindstone	oilcloth	stagecoach
claptrap	guidebook	outbuilding	standpoint
classmate	gunmaker	outhouse	staybolt
clockwork		overpay	stockholder
copperplate	Hairbreadth	overplus	stonecutter
copyright	handbook		storehouse
cornerstone	haphazard	Packhorse	switchboard
cornfield	headboard	payroll	
codfish	homemade	pawnbroker	Tablecloth
cornstalk	hothouse	patentright	tablespoonful
countershaft		password	talebearer
countersign	Inasmuch	passbook	teaspoonful
countinghouse	indoor	pocketbook	thoroughbred
courtyard	ironclad	postoffice	thumbscrew
cowbell		proofreader	tinware
	Jackanapes	presswork	typewriter
	jackscrew		
Daybreak		Racehorse	Undersigned
deathbed	Keyboard	racecourse	underwriter
deerhound	keynote	rainfall	undersell
dewdrop		railroad	undervalue
dooryard	Ladylike	rattletrap	
downpour	ladybird	reedbird	Vainglory
dreamland	lawsuit	rosewood	vaingloriously
dugout	lifelong	roundhouse	
dyehouse	livelong		
dyewood	lighthouse	Sawmill	Warehouse
dwellinghouse			

waistband
waistcoat
washboard
watchcase

watermark
waterproof
watershed
waterworks

wayfaring
weekday
windstorm
withstand

woodyard
workaday
workingman
workman

Exercise for Dictation, 242

1. The almhouse is finished with oak and birdseye maple. 2. The front is of brownstone, and the bathroom is fitted with modern appliances. 3. You will find the cardboard in the bookstore. 4. Copperplate engraving is now superseded by photogravure. 5. Bookmarks are sometimes printed from electroplates. 6. The business in the postoffice is not done in a haphazard manner, but everything is done like clockwork. 7. The machine is run from the countershaft. 8. There is a scarecrow in the cornfield. 9. The countinghouse is now called the office. 10. There is a dewdrop on the cowbell. 11. There is a deerhound at the farmhouse. 12. An eyepiece is not a facsimile of an eyeglass. 13. There is a fireplace in the storehouse. 14. The footstool is near the headboard. 15. He had a hairbreadth escape from the horsecar. 16. You can get the guidebook and the handbook at the newsdealer's. 17. The gamekeeper is in the hothouse. 18. The mockingbird is in the sagebush. 19. The watchcase can be repaired at the watchmaker's. 20. The lighthouse stands by the seashore. 21. The lawmakers should not be stockholders.

Supplementary Exercise, 243

1. Cereals take the place of oatmeal nowadays. 2. The proofreader is not an officeholder. 3. The schoolmaster works like a packhorse. 4. The racehorse is a thoroughbred and has been taken to the racecourse. 5. A saleswoman should not be a talebearer. 6. The schoolboy is studying shorthand. 7. The signboard is fastened with a staybolt and thumbscrew. 8. There is a smokestack on the roundhouse. 9. He keeps a shotgun in the warehouse. 10. The stonecutter has a sawmill near the waterworks. 11. The typewriter has a waterproof cover. 12. The workingman does not have a silver teaspoon. 13. The turnout is only a makeshift.

HYPHENATED WORDS

Hyphenated, or hyphened, words are words that are united by a hyphen to indicate a connection not sufficiently close to warrant their being compounded as one word. The closeness of connections may be said to admit of three degrees: the loosest is their being written together; the closest is their being written as one word; the middle degree is their being joined by a hyphen. Thus we may see *foot bridge*, *footbridge*, *foot-bridge*. Compare, too, the manner in which *over* is connected in the sentences below with its companions: Do this *over again* (distinct words); this country is greatly *over-populated*; our *overhead* costs are too great. Choice among the three is often a matter of taste. Often, however, it depends upon the sound instinct to use devices of writing in order to express differences of meaning. *Every body* is different from *everybody*; everybody knows that every body occupies space. Thus the *fifty first* means the fifty coming first; the *fifty-first* means the next in order to fifty. Kipling might with advantage have the hyphen in: "How do cars break down?" "In fifty different ways. Only mine has chosen the fifty first."

The hyphen is also used to separate syllables in which the same letter is repeated, in order to prevent their being pronounced as double letters, as: co-ordinate, re-enter, etc. It is sometimes used to connect several words when they form a compound adjective phrase, as "an up-to-date publication." Such words are not hyphenated when used in their ordinary acceptation, and a careful distinction should be made in determining whether such words should be hyphenated or not. Thus we may write: "he is a first-class mechanic," when first-class is used as a compound adjective, but when not so used it should not be hyphenated, as: "He is a mechanic of the first class." Here "class" is a noun, governed by the proposition *of*.

The diaeresis (¨) is sometimes used instead of the hyphen to prevent the coalescence of double vowels, as "reënförce, coördinate," etc.

Some authorities claim that it is not necessary to hyphen such words as "attorney-at-law," "son-in-law," "aide-de-camp," etc., but you will find yourself in difficulties when

you put these words in the possessive case if they are not hyphenated. Take, for instance, "The attorney-at-law's office"—if you attempt to put it in the possessive unhyphenated, you have "the attorney at law's office," and make the word "law" the possessor of the office, or, if you make "attorney" possessive, then you will have "the attorney's at law office." It is plain that these words are in the nature of compounds, and should be hyphenated. There is some difficulty in formulating rules relating to the joining of compound words by hyphens. The practice among good writers differs; and the same writer at times varies his practice. The rules below are reliable guides in most instances, however. Where doubt exists, recourse to a good dictionary is called for.

A Few General Rules for Hyphenating Words

1. When words are united to express one idea, and form a compound adjective, such as the adverb and participle, "well-known," an adjective and a participle, as "full-orbed," a noun and a participle, as "house-hunting," "ball-bearing," they should be hyphenated. When these and similar words are not used as compound adjectives, however, they should not be hyphenated. Thus, we should write: "He is a well-known citizen," but "The locality is well known." "It is a well-regulated establishment," but "The business was well regulated."

2. When two words are united to form one idea, and the accent is thrown on one of these words to the exclusion of the other, they should be hyphenated, as "a tool-chest," "a maid-servant." Authorities differ in regard to the hyphening of some words, some hyphening such words as "Knight-templar," and others writing them as two words. The word "post-office" may be hyphenated or written as one word, or it may be capitalized and written as two words, as "Post Office." When compound words have become common in usage the hyphen may well be dropped and the words written as one. There seems no reason to prefer *to-day* and *to-morrow* to *today* and *tomorrow*. Even such a word as *dugout*, for a temporary shelter, has lately become so familiar that there is no need for the retention of the form *dug-out*.

3. Words are sometimes hyphenated to form adverbs of

degree, as "A three-inch wide slat," and sometimes when they form compound adjectives, as "a three-foot measure." In such cases the hyphenated noun is used in the singular. When, however, the plural is used, the hyphen is omitted, as we may write: "A thirty-day draft," but "a three months' note."

4. An adjective and a noun are sometimes hyphenated, when the noun is used as an adjective, as "A ready-money purchase," and similarly two nouns, when used as a compound adjective, as "A mail-order business." If the noun is not used as an adjective the words should not be hyphenated, unless so given in the dictionary in accordance with the rule of accent or some other rule. Thus we should say: "We will sell the goods for ready money," and "We got the goods by a mail order," etc.

5. All words compounded with "self" and "ill," as prefixes, should be hyphenated, as "self-esteem," "self-aggrandisement," "ill-favoured," etc.

Such words as "book-keeper, grand-daughter," etc., are usually compounded (as bookkeeper and granddaughter), but we prefer the hyphen to ensure the doubling of the *k* and *d* in these words.

NOTE. Nearly all words beginning with fore, free, form, grand, hand, head, heart, house, land, lock, men, man, mile, mill, out, short, side, some, tea, there, youth, here, there, when, where, wood, and work, should be compounded and not hyphenized.

Besides the following list of hyphenated words, the names of some towns and the places where they are situated are hyphenated, as Newcastle-on-Tyne, Burton-on-Trent, Bromley-by-Bow. Also some proper names, as Santos-Dumont, Burdett-Coutts.

Hyphenizing Numbers

When numbers are written out, instead of being expressed by figures, there should be a hyphen between units and tens, as twenty-one, thirty-six, forty-five, etc., but not between tens and hundreds, as: three hundred, nine hundred, etc. When numbers exceed tens, as 435, they are written: four hundred and thirty-five; 2,867, two thousand, eight hundred and sixty-seven, etc.

Simple fractions are hyphenated, thus : three-fourths, one-half, five-sixths, etc., but complex fractions are hyphenated thus : twenty-seven forty-fifths, three twenty-fifths, thirty-eight tenths, etc.

The following list should not be considered infallible, and it is far from being a complete list, but it conforms to the rules herein given, and will be of assistance to the student—

List of Hyphenated Words

Above-board	busy-body	field-marshal	great-grandfather
account-current		first-class	guide-post
all-knowing	Catch-penny	first-born	guard-rail
all-powerful	[but note	flood-gate	guinea-fowl
all-wise	<i>catchword</i>	fly-leaf	gun-cotton
arm-chair	<i>catchpole</i>]	fly-trap	
attorney-at-law	co-equal ¹	fly-paper	Half-breed
attorney-general	co-exist	foot-wear	hanger-on
awe-struck	co-ordinate	fore-arm ³	hard-handed
	consul-general	forget-me-not	hard-headed
Bail-bond	court-martial	forth-coming	heart-ache
bank-bill	crack-brained	frame-work	heart-rending
bank-book		freight-house	hen-pecked
bank-note	Dare-devil	free-thinker	hide-bound
bee-hive	day-spring	free-will	high-minded
belles-lettres	deaf-mute	free-born	high-quarter
billet-doux	dog-days	frost-work	hot-pressed
black-letter	double-barrelled	full-orbed	hurly-burly
blow-pipe	double-entry	full-rigged	hymn-book
blue-socking	dressing-gown	full-souled	
book-binder	dry-goods	full-toned	Ice-cream
book-keeper	dumb-bells		ice-house
brigadier-general	dye-stuff	Galley-slave	ill-bred
bulk-head		gear-wheel	ill-made
bull-dog	Edge-tools	guide-book	ill-timed
by-law	entrance-fee	grass-plot	ill-willed
by-word	ex-official ²	grape-shot	inn-keeper
[but note	eye-witness	good-bye	
<i>bystander</i>	eye-tooth	good-natured	Key-hole
<i>bygone</i>]		grave-yard	key-stone
by-product	Father-in-law	gravy-dish	kid-gloved
	fellow-man		knight-errant

¹ Prefixes and the root word should generally be written as one word (compound), but it sometimes happens that a word is "coined" with a prefix, and it should then be hyphenated by way of distinction.

² Several words are written with this prefix hyphenated, as ex-minister, ex-secretary, as they are in the nature of coined words; that is, they are not "dictionary" words.

³ "To arm beforehand." Forearm (compounded) means the forepart of the arm.

knee-pan	pan-Anglican	sea-fowl	tenant-at-law
know-nothing	path-finder	sea-faring	throw-off ⁶
Lap-tablet	pall-bearer	sea-weed	tide-water
laughing-stock	pell-mell	seed-time	time-table
lawn-mower	plate-glass	self-denial ⁵	tow-boat
leap-year	play-house	short-coming	tow-line
left-handed	play-bill	skull-cap	tow-path
life-boat	point-blank	slave-driver	toy-shop
light-fingered	poll-tax	sleeve-links	type-bar
loop-hole	post-dated	sleigh-bells	Up-to-date
	post-haste	sleight-of-hand	
Mail-box	post-prandial	small-pox	
mail-bag	price-current	snub-nosed	Vote-getter
make-up ¹	pug-nosed	south-east	vote-getting
man-eating	purse-string	south-west	
mud-slinger		spare-rib	Wage-earner
	Rear-admiral	spell-bound	wall-eyed
Nail-brush	rear-guard	star-gazer	waste-pipe
neck-wear ²	re-elect	stock-jobber	weather-gauge
new-fangled	re-form ⁴	station-house	weather-wise
non-committal	right-handed	strait-waistcoat	well-being
non-payment	rough-shod	straw-colour	well-bred
non-resident ³	round-house	stumbling-block	well-known
north-east	round-robin	sugar-cane	well-nigh
north-west		sugar-loaf	whipper-in
	Safety-valve	suit-case	whooping-cough
Object-lesson	sauce-dish	sun-dial	
	sea-coast		Year-book
Pan-American	sea-dog	Tax-gatherer	yoke-fellow

It must be remembered that some of the above must be written as two words when they are not used as compound adjectives (as *first class* and *up to date*), and some writers write some of them as compound words (such as *bookkeeper*, *byword*, *catchword*, *drygoods*, *keyboard*, and several others), while, on the other hand, there are other words given in some of the dictionaries as hyphenated that we have omitted.

¹ Make-up should be hyphenated only when used as a Noun.

² Word compounded with "wear" should be hyphenated, but with "ware" they should be written as one word, as: hardware, tinware, etc.

³ *Non* is sometimes a hyphenated prefix, the same as *ex*.

⁴ "To form again." Reform (compound) means to make better. Like the prefixes *ex* and *con*, *re* is sometimes hyphenated to mark a distinction.

⁵ When "self" is used as a prefix, it is always hyphenated, as "self-admiration," "self-appointed," "self-dependent," "self-collected," etc. Contrast words like *himself*, *yourselves*.

⁶ "Throw-off" is hyphenated only when used as a Noun, and, in this respect, is similar to "make-up."

Exercise for Dictation, 244

1. Mr. Andrews is a well-known man. 2. The organ is loud and full-toned. 3. He is a full-fledged poet. 4. A merchantman is a full-rigged ship. 5. Hand-shaking is a well-established custom. 6. It was an ill-conceived plot. 7. Cattle are put in the stock-yards. 8. Mr. Smith has bought a house-boat. 9. The storm-cloud gathered in the sky. 10. A twelve-inch rule is one foot long. 11. A six-foot stick is two yards long. 12. A yard measure is three feet long. 13. A three months' acceptance is about the same value as a ninety-day note. 14. Our new goods are first-class and up-to-date in every respect. 15. We stand in the first class of business houses. 16. The goods we ordered have not arrived up to date. 17. We shall be able to meet you to-day or to-morrow. 18. We will send the letter by to-night's mail. 19. We purchased that large parcel of land, to wit, the property known as the Murray place, for fifteen thousand, nine hundred and seventy-five pounds.

Additional Exercise, 245

1. The machine you ask about is nickel-plated in all its metal parts; it is self-regulating in the fire-extinguishing device, easy-running and ball-bearing. 2. We would say that we would prefer selling on credit, rather than for cash, as we have no immediate need of the money. 3. The machine is fitted with $2\frac{1}{2}$ -inch wide tires and a 3-foot wide seat. 4. The width over all is four feet, and the shaft is two inches in circumference. 5. Our out-of-town customers are much pleased with the general make-up of the machine, and we shall be glad to have you call to-day or to-morrow when we will give you further details. 6. You will never forget the ever-to-be-remembered day when you bought one of these up-to-date machines.

Exercise for Correction, 246

(Use your dictionary in the event of doubt over these words)

1. Mr. Smith is a well known citizen, but Mr. Jackson is not so well-known in this community. 2. The full orb'd moon shone on the plate glass window. 3. The awe struck bystander stood spell bound at the side show. 4. The sleight

of hand performer proved to be also quite a stump speaker. 5. The organ was full toned and well planned. 6. The old fashioned merchant vessel was a full rigged ship. 7. The busy body became a by word and a laughing stock in the community. 8. The crown prince was non committal in what he said. 9. No free born Roman citizen ever became a galley slave. 10. A half soled shoe may belong to a whole souled man, but a well bought piece of property may not always be well-sold. 11. Those in the B grade will be advanced to the first-class as soon as they are proficient. 12. We have heard nothing from the parties up-to-date. 13. They use all the up to date methods of teaching in the new Business College. 14. We will give you a ten day acceptance, or you can draw on us at ten-days' sight. 15. A post dated note is not legal. 16. The meeting was an ill timed affair, but the by laws of the society were passed to night. 17. You may give a thirty day note for the account. 18. A well bred man is a high toned gentleman. 19. A ten horse boiler is twelve-feet long. 20. The blast threw a six ton rock twenty-feet high. 21. A fifty mile journey in a one horse wagon is a two-days' ride. 22. A full blown rose is a sweet smelling flower. 23. A horse shoe pin is a good luck emblem. 24. A wide mouthed bottle is used for the bi. carb. solution. 25. A half filled vial stood on the mantel shelf. 26. A four year old cow was sold for a twenty dollar bill. 27. The ill bred fellow had a well developed organ of self esteem. 28. The new mown hay lay on the well tilled field. 29. The quaker wore a broad brimmed hat. 30. A self constituted judge does not always have a well formed opinion. 31. The make up of the book gave us the key note of the story. 32. The machine is fitted with a throw off which is connected with the safety valve. 33. The type bar of the type-writing machine was self acting. 34. The debater found a loop hole of escape from the sallies of his hard hitting opponent. 35. The post dated thirty day draft was protested for non payment.

DIVISION OF WORDS INTO SYLLABLES

This matter is more particularly applicable to the typist or the printer. In our writing by hand we should very seldom need to divide a word between two lines.

One of the most perplexing things in dividing words at the end of a line is to know where one syllable ends and the next one begins. The strict rule requires the division to be made between the syllables, but it is a growing custom to divide words according to their pronunciation rather than according to their syllabic division as given in the textbooks and dictionaries. Thus we divide *dep-recate*, *nec-rology* and *prop-osition*, rather than *de-precate*, *necro-logy*, and *pro-position*. And, similarly, we divide *prog-ress*, *proj-ect*, *distri-bution*, (nouns), and *pro-ject*, *pro-gress* and *distrib-ute* (verbs). Still we prefer to divide on the syllable as a rule. We prefer *ne-cessary* to *nec-essary*, although the latter is the usual method of dividing this word.

When a single vowel constitutes a syllable in the middle of a word it should not be carried over into the next line, except where it is followed by the affix *-ble*, as : *quanti-ties*, *sepa-rate*, *maga-zine*, but *port-able*, *collect-ible*. *Tangi-ble* and *eligi-ble* would seem to be preferred however, on account of the pronunciation of the letter *g*.

Avoid divisions where only one or two letters would be carried over or remain on the first line, although terminals like *ed* and *es* may be carried over if the first line is crowded.

Monosyllables, however long, should never be divided, as *thought*, *through*, etc., but words like *changed*, *drowned*, etc., may be regarded as composed of two syllables, though pronounced as one, and a division is permissible, but objectionable, as it carries only two letters to the next line. Words like *abate*, *emerge*, and *enough*, should not be divided.

When double letters occur between syllables the division should be made between the letters, as : *col-late*, *bet-ter*, *ap-ply*, *con-nect*, *im-mense*, etc. But where the double letters form part of a compound or hyphenated word they should not be divided, as : *all-powerful*, *inn-keeper*, *ill-omened*, *spell-bound*, *well-meant*, etc.

The termination in the plurals of nouns should not be carried over, if this can be avoided, not even *-ces*, as in the words *enhances*, *chances*, *dances*, etc.

As a rule, prefixes and affixes should not be divided, but the division should be made between the prefix or affix and the root word, as : *con-tain*, etc.

When prefixes or suffixes are composed of two syllables, the

divisions may be made between the syllables, as : an-tedate, an-tipodes, capa-ble, discerni-ble, etc., but it is better, if possible, to make the division between the root word and the prefix or suffix.

The suffixes -tion, -sion, -cean, -tious, -cious, and all other monosyllabic suffixes should never be divided. It sometimes happens that words ending in *t* take the suffix *tion*, as: elect, election ; predict, prediction, and words ending in the letter *s*, sometimes take *sion* as a suffix, but in such cases the final letter of the primitive word is dropped and the suffix should never be divided, but the division should be made between the root and the suffix, as: elec-tion, predic-tion, confes-sion, etc.

Although some latitude is allowed in dividing words in typewritten work, it is a very bad fault to divide syllables in any circumstances. It is better to carry over an entire word, even though it may leave an unsightly blank space at the end of the line, in case the writer does not know what a syllable is.

Thus it will be seen that the matter of dividing words at the end of lines is closely allied to hyphening, and is, in some sense, a part of that subject. It goes without saying that no person can do good and neat work as an operator on a typewriter, who does not know how to divide words properly. There is nothing more unsightly than long blank spaces at the end of lines, simply because the operator does not know the proper divisions, and a careful study of this subject is recommended, more especially as textbooks are usually silent in regard to this matter, and pupils are allowed to make divisions in the middle of syllables, without the slightest regard to rule or custom. It is just as much a proper part of typewriting instruction as is punctuation or paragraphing.

Exercise for Dictation, 247

Arranged for transcription on the typewriter, beginning the first line at 5, and the other lines at 0, running up to 72 on the scale.

Gentlemen:

There is no desire on our part to prevent the entire, free reconstruction of the premises. As matter of fact we should rather encourage the idea, as it would bring about a very much desired early improvement, which would certainly result in enhancing the value of the property. We trust, therefore, that you have not been misled by any miscon-

ceptions regarding the matter, as we assure you we have no other considerations than those of our mutual benefit, and if you have any misapprehensions, or have had any, we trust you will, on receipt of this, disabuse your mind of any such conceptions, or any other fallacious impressions, and if the work can be carried on without any serious interruption, there is not the slightest doubt but that everything will terminate in the best possible manner, and to our mutual interest and advantage.

We should like to have you give the matter your immediate consideration, with the view of bringing the work on towards a state of completion at as early a period as possible, since it is most surely desirable that the property should be in a condition to place it before prospective buyers. In this way we may be able to insure the prompt consummation of our wishes, as we desire again to assure you that your interests are identical with our own, and if we were to obstruct the accomplishment of your well-planned purposes, it would surely result disastrously to ourselves and our best interests. We assure you that we confidently anticipate your success, and look forward to the early completion of the well-matured designs and plans that you have already undertaken to carry into effect.

Very sincerely yours,

Exercise for Transcription, 248

Correct the following faulty divisions

Dear Sir:

I am just in receipt of your letter of recent date regarding the election of officers of the Company, and in reply I would say that I suppose that it will take place at the first meeting in the year as is usually the case. In regard to who I think will be likely to get the election as chairman, I would say that I presume that Smith will be the choice of the majority of the directors, although, in so far as I am concerned, I should prefer Johnson. However, I have no specially great objection to Smith, who is a good fellow, and I am quite willing to agree to anything that may be agreeable to the others. As to the choice for treasurer, I presume Jones will be elected, as he is really the only capitalist of the concern.

As to the future policy of the management, I do not see what change we can make from that previously pursued, which has been quite satisfactory in the past, and I should think ought to be quite as satisfactory in the future. Of course, if anything can be done to make the output larger than heretofore, it would certainly be decidedly advantageous for all concerned, and am sure Smith will look out for our best interests if he is elected, and the management rests with him in the event of his election. So, you see that I am in quite an agreeable frame of mind under any circumstances, and I have no doubt that in any emergency the business will be carried on profitably as it has been heretofore. I do not think that there is anything more that I can say about the matter, and with best wishes I remain,

Very truly yours,

USE OF THE APOSTROPHE

One inflexion for Case still survives, to mark the **Possessive Case**—*the form of the Noun used to show that the thing named is a possessor*. The old termination to mark the Possessive was **ES**: the modern representative of this is **'s**.

The apostrophe ('), as it is rather absurdly called, stands for the omitted vowel: it means "a turning away"—that is, a turning away of a letter. It was once used in plurals, and is still used in cases like—

There are too many *and's* in the sentence.
Dot your *i's* and cross your *t's*.

The mark denotes omission also in words like *can't* (for *cannot*), *don't* (for *do not*).

Perhaps the commonest, though a very slight, fault in writing English occurs in connection with the Possessive Case. The rules are simple enough—

(i) We *always* add the apostrophe for the Possessive, and, *whenever we can*, the *s* also.

(ii) We do not add the *s* when its addition would result in a disagreeable sound.

Thus: *the writer's pens* (where we mean *one* writer); *the writers' pens* (where we mean *several* writers: the addition of another *s* sound to *writers'* would produce an ill-sounding hiss); *the men's service* (the *s* attached to the Plural); *the ladies' department* (the Noun is made Plural *before* being made Possessive).

When Proper Nouns are put into the Possessive, modern usage inclines to the apostrophe *and* the *s*: thus, *Mr. Jones's message*; *St. Thomas's Church*; *Chambers's Encyclopaedia*.

When a compound Possessive is used, it perhaps sounds better to place the sign of the Possessive after the last word only of the compound—

The Lord High Admiral's ship (not *Lord's*).
Smith the butcher's wife (not *Smith's*).

In cases where this cannot well be done, the Preposition *o* should take the place of the Possessive. Thus—

Sunday is Sun's day, the god of light and life upon the earth.
would perhaps sound better if expressed as—

Sunday is the day of the Sun, the god of light and life upon the earth.

The last of these troublesome little rules is this—

(iii) We use the Possessive Case in reference to persons, and sometimes in reference to animals, but very seldom in reference

to lifeless things. In the last case it is replaced by the Preposition *of*.

The mother's love ;
the horse's stable (better *the stable of the horse*, since we hardly recognise the right of animals to property) ;
the height of the tower (not *the tower's height*).

[As will be seen, these "rules" are pretty much matters of taste. The test is the resulting sound: the more pleasing to the ear is the preferable. Some will say *for conscience' sake*; others, *for conscience's sake*.]

Note—

NOMINATIVE.

Man-servant, men-servants
Barristers-at-law
House-maid, housemaids
Knight-Templar, Knights-Templar,

POSSESSIVE.

man-servant's, men-servants'
barristers-at-law's
house-maid's, housemaids'

Knight-Templar's, Knights-Templars'

Do not use the apostrophe after proper adjectives (proper nouns used as adjectives), as: "The Merchants Bank," "The Burns Brewing Company," "Adams Express Co.," as nouns never take the apostrophe when so used. The word *People*, being always plural, requires the apostrophe when *s* is added, as it is the possessive in form.

Exercise for Dictation, 249

The goods will be sold in 30 days' time. We spent about three weeks' time in each city. The delay was caused by the man's being absent. Owing to a contractor's being ill, the work was suspended for three months' time. In consequence of several boys' having been late there was twenty minutes' loss of time. We can give you forty days' time, which will give you ten days to make delivery and collection. The damage to the book was caused by its having been too damp. At Mr. Jones' store you will find men's and boys' shoes for sale. It takes only one day's time now to go to Paris, whereas, formerly, it took two days' time, and even more. The goods¹ having been shipped, we could not add the articles just ordered. In consequence of the goods' having been already shipped, we could not add the articles just ordered. Mr. Simmons' request for a larger supply of stationery for his firm's use has been received. Owing to a boy's having

¹ Case absolute.

been found on the premises, and Mr. Wilson's activity in the matter, his suspected connection with the loss of the articles was evident. The note which was due at Mr. Evans' bank was paid at the Mechanics and Traders¹ bank. The People's² Trust Company provided funds for the work, and its completion is expected in a short time.

Exercise for Correction, 250

(Insert the apostrophe in the proper place in the following abbreviations.)

1. Theres every reason to believe that its too early yet to expect results from the experiment. 2. Why cant you come to see us some day when were at home? 3. Well be glad to see you at any time. 4. He says he couldnt attend to the matter any sooner. 5. I dont understand why he hasnt spoken to you about it. 6. Hes a little peculiar sometimes in regard to these affairs. 7. Theyve nearly finished the job, and theyre already making preparations for the new work whenever youve time to attend to it. 8. I hope youll give the matter your early attention. 9. Therell be enough to engage your services for some time. 10. Ive seen the govt official, and he says it isnt well to delay matters, and Im sure youll do everything in your power to expedite the work. 11. I shouldnt be surprised if theyre going on with it now. 12. Lets see if it isnt possible to complete the bldg in time for its early occupation, and then well be ready for any emergency.

PLURAL OF NOUNS

Formation of Plurals

The ordinary way of forming the Plural from the Singular is by the addition of the inflexion *s* or *es*.

All other ways are exceptions, due to the various origins of English Nouns, and, though still numerous, these exceptions show a tendency to disappear. Dickens followed a real instinct of language when he made a character speak of *phenomenons*, not *phenomena*: "Mr. and Mrs. Crummles, who have brought up a talented and virtuous family to be blessings and *phenomenons*." Similarly, *automatons* is elbowing out the real Greek Plural *automata*, and *beaus* the real French *beaux*.

¹ Adjective form.
Possessive form

The choice between *s* and *es* depends on sounds (or **Phonetics**). When a disagreeable sound would be formed by the addition of *s* only, then for the sake of euphony we add *es*.

[The voiced **z** sound and the unvoiced **s** sound are both represented by *s*; and euphony dictates the sound we are to take.]

Eu-phony, like *phone-tics*, is a Greek word. The prefix **eu** means *well* or *good*, so that *euphony* means *good sound*. So *tele-phone* is *distance-sound*, and a *sym-phony* is a *sounding-together*, a harmony.

When a Singular Noun ends in a sound similar to *s* (a sibilant or hissing sound), we add *es*. Thus we could hardly pronounce

gas, kiss, box, topaz, dish, crutch,

with the addition of another sibilant. We, therefore, add a whole syllable *es*, and so obtain both euphony and ease of pronunciation. These usually go together: the easily-pronounced is the well-sounding (or euphonious).

Plurals in VES

The addition of a hissing sound often requires a slight change in preceding letters. Thus, in such a word as *calf*, we naturally transfer to the *f* some of the hissing sound of the *s* and so turn the *f* into *v*: the *v* is the *f* made smooth. So we have the Plurals—

calves, knives, loaves, sheaves.

(Tennyson even prefers the softer *hooves* to *hoofs*: ‘On burnished *hooves* his war-horse trod.’)

In other cases, we may pronounce *fs* with ease, and so we retain **F**—

chiefs, briefs, roofs, fifes (*fives* has, of course, a different meaning), *hoofs*.

Plurals in IES

The single vowel **y** unites with **E** to make *ie*: so *ladies* (*lady*), *rubies* (*ruby*), *soliloquies* (*soliloquy*, where the *u* belongs to *q*, making the sound *kw*, and *y* is a single vowel).

In words like *key*, the **y** is not a single vowel, but forms part of the double vowel (or **diphthong**), *ey*: we have, therefore, as plurals—

keys (key), boys (boy), days (day).

The same rule as to *y* applies to the spelling of the inflected forms of Verbs. We write : *I deny*, but *he denies* ; *I supply*, but *he supplies* ; *I employ*, and also *he employs* (not *ies*).

Remains of Other Formations

There are some queer remnants of old forms, as well as many strange new arrivals, in our modern English. *Men*, *feet*, *mice*, *children*, *oxen*, all bear traces of their Old English origin ; *radii* (*radius*), *maxima* (*maximum*) [*maximums* is aggressive, and will soon displace the foreigner], *strata* (*stratum*), are Latin plurals ; *ellipses* (*ellipsis*), *analyses* (*analysis*), *phenomena* (*phenomenon*), are Greek plurals ; we occasionally see even the French plurals *beaux*, *messieurs* (*monsieur*), the Italian *banditti*, *libretti* (for *books of words*), and the Hebrew *cherubim* and *seraphim* (but mostly *cherubs* and *seraphs*).

A knowledge of the various forms is a matter of **vocabulary**, not of grammar. Observation and practice alone will enable one to conform to educated custom: learning lists is not of great service.

Double Plurals

The fact that many words of foreign origin retain their foreign Plural while the English Plural also is found gives to some Nouns two Plurals. Our possession of the two adds to the richness of our tongue, and to its capacity for expressing nice distinctions. The economizing instinct in language tends to cause the words to be employed with differing shades of meaning, or in differing connections.

Thus, from *genius* we have *geniuses* and *genii*. But we use the first to denote people that have genius ; we use the less common form to denote the wonder-working beings in fairy tales. *Indexes* (*index*) is the Plural we use when we mean lists of contents ; *indices* is the Plural we use when we speak of figures like the 3 in 4^3 , which *indicates* that 4 must be written thrice as a factor : $4 \times 4 \times 4$.

So, also, some words of native origin retain an old form (for use in special senses) and the ordinary modern form. Such are *pennies* (separate coins) and *pence* (a collection of coins). *Brothers* is the usual form ; but we have *brethren* for use in speeches or sermons or language that expresses deep feeling. Yet even in these cases the unusual form becomes rarer and rarer: the preacher still appeals to his

“dearly beloved brethren” ; the modern writer like Tennyson prefers “brothers”—

Men, my *brothers*, men the workers, ever reaping something new:
That which they have done but earnest of the things that they shall
do.

—(*Locksley Hall.*)

Some Nouns hardly admit of Plurals

Proper and Abstract Nouns as such cannot be used in the Plural, nor can Nouns that denote **Material**, like *gold*. Others, like *scissors*, denoting things that consist of more than one part, **are not used** in the Singular.

Minor Points relating to Number

A difficulty as to **Compound Nouns**, like *brother-in-law* sometimes exists. To which part of the whole are we to add the sign of the Plural? A good guide is: add the sign to the principal word, unless the union of the parts is so close that the compound character of the word is lost.

Thus: *fathers-in-law*, *lookers-on*, *courts-martial*, *men-of-war*; but *spoonfuls*, *lord-chancellors*, *spendthrifts*.

A **title** is always regarded as Singular, even when in itself it is Plural. Thus,

“The Adventures of Roderick Random” *was* written by Smollett (not *were*).

The words *news*, *means*, *summons* are, in spite of their Plural form, regarded as Singular—

The news *is* welcome (not *are*).

A means of overcoming the difficulty *was* discovered (not *were*).

The summons *bids* you attend the court (not *bid*).

“As she carried no flag, there *was* no means of instantly ascertaining whether she had struck” (not *were*).

Alms is a curious word: the *s* is not a Plural Inflexion, but is a part of the original word. (We do not speak of *an alm*.) The word was once used as Singular—

Seeing Peter and John about to go into the Temple, he asked an *alms*,—

and might still be so used. Owing to the levelling tendency in our language, writers now show reluctance to use it otherwise than as Plural.

The Number of collective Nouns needs considerable care. They may be Singular or Plural. There is this precaution necessary, however: *we must be consistent when using such nouns.* Having made up our minds that the sense requires the Noun to be Plural, we keep it Plural throughout; if we think the **unity** is more prominent than **separateness**, we keep the Noun Singular. Consider this, for instance—

The *race* of man, after centuries of civilisation, still *keeps* some traits of *their* barbarian fathers.

Is *race* treated as Singular or as Plural? Well, *keeps* makes it Singular; but *their* makes it Plural. We must change Singular *keeps* into Plural *keep*, or Plural *their* into Singular *its*. Similarly, the following needs correction—

The crew *is* said to have mutinied and murdered *their* officers.
(Notice *is* and *their*.)

Care is needed when Nouns of different Numbers precede the Verb: the Verb always agrees in Number with its Subject, but it is liable to be attracted into the Number of the Noun nearest to it. Thus—

The leader along with his followers *were* killed.

Here *were* is Plural owing to the neighbourhood of *followers*. The Preposition *with* virtually joins and so makes a Plural Subject, yet logically the sentence must be written—

The leader along with his followers *was* killed.

Again—

The mechanism of clocks and watches *were* wholly unknown.
(Write **mechanism** *was*.)

Names of sciences, like *ethics*, *mechanics*, *politics*, are regarded as Singular. Thus—

Mechanics *is* a useful study for the engineer (not *are*). .

Here are a few curious Plurals: (1) *Irides* is the Plural of *iris*, meaning “an appearance like the rainbow”; and like the Plural we have a describing word, *iridescent*, meaning “gaily-coloured.” But the foreign-looking Plural is being replaced by *irises*. (2) *Miasmata* is the Plural of *miasma*, meaning “infectious and polluting matter in the air.” (3) *Dilettanti* is the Plural of *dilettante*, an Italian word that signifies one who dabbles in art, who loves painting or music, but gives no serious study to them. (4) *Genera* is the Plural of *genus*, the Latin word that means “a group of similar things that may again be divided into smaller groups called *species*.”

Exercise for Dictation, 251

Write the plurals of the following words—

Hero	tax	'cello	datum
tomato	knife	echo	memorandum
no	life	octavo	erratum
cargo	staff	son-in-law	genus ³
cameo	loaf	aide-de-camp	genius ³
piano	chief	maid-servant	beau
solo	roof	man-servant ¹	bureau
halo	half	court-martial	nebula
match	radix	knight-templar	larva
patch	history	tooth-brush	index
peach	attorney	spoonful	vortex
leach	money	crisis	hypothesis
ditch	fancy	basis	automaton ⁴
gas	idiosyncrasy	thesis	criterion ⁴
mass	valley	chrysalis ²	stigma ⁵
pass	journey	amanuensis	nucleus
wash	soliquy	analysis	miasma ⁵
box	obloquy	terminus	phenomenon ⁴
fox	volcano	radius	

Exercise for Dictation, 252

1. The heroes of the revolutionary war had honoured lives. 2. There were two cargoes of potatoes and one of tomatoes received from Bermuda. 3. The result of the vote was seventy-five ayes and fifteen noes. 4. The jeweller has two small boxes of cameos. 5. Besides the two solos, there was the duet on two pianos at the concert. 6. The halos around the heads of some of the pictures of saints by the old masters are the creations of their fancies. 7. Some ancient office-bearers carried staves as their official emblems. 8. The attorneys have disbursed all the moneys appropriated for their journeys. 9. The idiosyncrasies in the soliloquies of the knights-templar are the indices of the peculiarities of their period. 10. The theses written by the tyros of the colleges

¹ Man-servant pluralises both words—men-servants.

² Plural, chrysalides.

³ Genus is third declension, neuter, its plural being genera. Genius is an English noun, and forms its plural according to rule by adding *es*—geniuses.

⁴ Some Greek words ending in *on*, change to *a* in the plural, as automata, criteria, phenomena.

⁵ The plural of stigma is stigmata, and of miasma is miasmata.

are not always criteria of the standard of higher education. 11. The Chrysalides and larvae of some insects present many interesting phenomena. 12. The amanuenses were required to keep memoranda of the chemical analyses. 13. There are many hypotheses in regard to the nebulae in the heavens. 14. The apices of some of the higher mountains are the craters of extinct volcanoes.

SOME RULES FOR SPELLING

Rule 1. In all words, except proper names, ending in *y*, preceded by a consonant, the *y* is changed to *ie* when *s* is added to form the plurals of nouns, or the third person singular and past tense of regular verbs, as : *lady, ladies ; try, tries, tried*, etc. ; but when the *y* is preceded by a vowel, it does not change, as *boy, boys, play, plays, played*. At the end of proper names *y* does not change.

Exercise on the above Rule, 253

NOUNS

First give the word dictated, then give the plural, following with the singular possessive and the plural possessive, as follows—

Actuary	actuaries	actuary's	actuaries'
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In similar manner write the following—

Actuary	boy	enquiry	Medley
adversary	barley	entry	mummy
affinity	balcony		money
agency	Canary	Fancy	
ally	company	fray	Notary
anatomy	candy		nursery
anarchy	colloquy	Glory	
apathy	casualty		Obloquy
apology	causality	History	
analogy	celebrity	hypocrisy	
	civility		Pansy
Bay	copy	Ivy	pantry
baby			pastry
bakery	Day	Jockey	pity
beauty	duty	joy	prey
belfry			
body	Envoy	Livery	Quay (kee)

Ray	spy	Toy	variety
relay	supply	tray	vagary
remedy	sentry	treaty	vestry
	specialty		votary
Sky	surety	Vacancy	
soliloquy	Sunday	vanity	Way

Note that the letters *qu*, when used together, form a consonant, and the *y* after it changes according to the rule. Some of the above nouns are seldom, if ever, used in the possessive, but the possessive form is given simply as an exercise.

VERBS

The following verbs may be arranged in three columns, giving the dictated word in the first, the third person singular in the second, and the past tense in the third, as follows—

Assay assays assayed apply applies applied

In similar manner write the following—

Assay	curry	Hurry	Satisfy
allay			say
apply	Deny	Lay	slay
array	decry		signify
	descry	Occupy	stay
Bray	defy		stray
buy	destroy		sway
	dry	Pay	
Carry	Enjoy	play	Try
certify	employ	ply	terrify
cloy		pray	
comply	Flay	pry	Verify
convey	fly		
cry	fry	Relay	Waylay

Rule 2. Words ending in silent *e* retain the *e* when a syllable or suffix is added beginning with a consonant, as : *move*, *movement*; *care*, *careful*. The following words are exceptions to this rule, as the *e* is not required for pronunciation, and it is more in accord with simplified spelling—*acknowledgment*, *abridgment*, *judgment*,¹ *nursling*, *wholly* and *wisdom*. But when the *e* is followed by a syllable or suffix beginning with a vowel, the *e* is dropped, as : *move*, *moving*.

¹ Note that the "Oxford English Dictionary" prefers the form *judgement*.

The *e* is sometimes, however, needed to indicate the soft sound of the *g* or *c*, as in *manage* and *service*. The mute *e* is then retained in the derivatives ; and we have *manageable*, *serviceable*. Note, for example, the distinction between *singing a song* and *singing the hair*.

When the *e* is preceded by the letter *u*, or any other vowel, the *e* is dropped, whether the suffix begins with a vowel or not, as in *awful*, *gluing*, *duly*, *truly*, *dying* (expiring). Note, though, *dyeing* (changing colour), *hoeing*, *woeful*, *shoeing*. Derivatives only are given in the following exercise—

Exercise on the above Rule, 254

Advising	devising	hereof	peaceable
advertising	definable	hereon	politeness
advertisement	dividing	hoeing	practising
abating	describing		preceding
abatement	desiring	Immensity	promising
activity	desirable	inducing	promissory
alluring	dying	inducement	proving
allurement	dyeing	issuing	
animating	dining		Racial
arranging	diving	Lately	ratable
arrangement	driving	lodging	refinement
awful		lodgment	removal
	Enlargement	living	reclining
Baleful	enlarging	livelihood	requiring
behaviour	enclosing	lying	requirement
	enclosure	losing	restoring
Caring	enforcing		retiring
careful	enforcement	Management	retirement
careless	erasing	managing	revocable
carousal	erasure	manageable	rising
ceasing	excusing	movement	rousing
ceaseless	excusable	movable	receiving
chafing	exonerating	moving	refusing
changing			remorseful
changeable	Famous		relieving
charging	fading	Nativity	retrieving
chargeable	figuring	natural	relatively
confiding	firing	notable	resourceful
confining	firemen	noticeable	reversible
confinement	foremen	nicely	reviling
conducive	fuming	nicety	
			Sameness
Daring	Hereafter	Owing	scoring
dancing	hereat		scenic
defining	herein	Piercing	sanity
divining	hereinafter	peaceful	spacious

spiciness	surety	tiring	Waking
sponging		tracing	wading
sparkling	Theatrical	traceable	wasting
stateliness	thereat	trading	wasteful
stoning	thereafter	truism	whereat
stony	thereabouts	tuneful	whereafter
straggling	therein	tuning	whereabouts
serenity	thereof	twining	wherein
sharing	tiding		wherever
shameful	tidal	Useful	whereon
shining	tying	uniting	whereof
subduing	tiling		woful
striving	timely	Valuable	wreathing
sloping	tiresome	vicious	writing
suing	tingeing	virtuous	

Rule 3. The final *l* is dropped when *full* is used as a prefix or suffix, as *awful*, *baleful*, *fulfil*, but when *full* is hyphenated, it retains the double-*l*, as : full-fledged, full-toned, etc.

Exercise on the above Rule, 255

Armful	fitful	healthful	rightful
artful	forceful	hopeful	
awful	frightful	houseful	Shovelful
	fulfil		sinful
Baleful	fulsome	Joyful	skilful
baneful	fulness		soulful
bashful	full-armed	Lapful	spiteful
beautiful	full-blown	lawful	sportful
bountiful	full-fledged		
	full-grown	Manful	Thankful
Careful	full-length	mindful	trustful
changeful	full-orbed	mournful	tuneful
cheerful	full-rigged	mouthful	
cupful	full-toned		Unfaithful
		Needful	useful
Delightful	Gainful		
direful	graceful	Pailful	Wasteful
doleful	grateful	painful	wilful
dutiful	guileful	pitiful	wishful
		plentiful	wistful
Eventful	Handful		woful
	harmful	Regretful	wonderful
Fanciful	hateful	resourceful	wrathful
faithful	helpful	restful	
fateful			Youthful

Note. Among the above words the nouns form their plurals by adding *s* to the suffix and not to the primitive word, as : handful, handfuls ; spoonful, spoonfuls.

Exercise 256

Read aloud the words that follow and then write them down from another's dictation. If any words are misspelled, write the correct forms in your notebook for frequent revision and rewriting—

Accompany, accommodate, advisability, all right (not the obnoxious American form *alright*), anniversary, associated.

Book-keeping (where the elimination of one *k* produces an ugly appearance), business.

Carriage, catarrh, cemetery, conceive, condescension, confidants (referring to persons, "These two were his confidants, and he relied upon their counsel"), confidence (referring to a feeling of the mind, "He had a well-grounded confidence in the ultimate success of the venture").

Deceive, describe, dilapidate (where the prefix *di* means "apart from," so that "to dilapidate" means "to separate one stone from another"; incorrect spelling here would betray ignorance of the real meaning of the word), disappointed.

Ecstasy, exaggerate, excrescence, existence. (The termination *ence* or *ance* is an annoying one and no rule for determining the choice is applicable; the correct form is a matter of memory for the eye and, perhaps, of automatic production by the hand.)

Fascination, fatigue, finally, further, fulfil.

Grammar. (The ending *er* for this word is peculiarly distressing, suggesting as it does the conclusion—usually unwarranted—that but slight study has been spent upon grammar.)

Handkerchief, hemorrhage (though the Greek beginning, *haem*, is also found. Indeed, these alternative forms—like *annex* and *annexe*, *judgment* and *judgement*, *programme* and *program*, *favour* and *favor*, *jail* and *gaol*—are great nuisances. The form first given is perhaps preferable).

Indispensable, irresistible. (Again, as with *ence* and *ance*, the choice between these terminations is a matter for the eye and the hand.)

Literary, library. (Where the incorrect spelling usually indicates incorrect pronunciation.)

Misshapen.

Necessary, niece.

Occurrence, offered, opportunity.

Parallel (and *parelleled*), paralysis, peaceable (notice the second *e*, as in *enforceable*), persuasion, principal (i.e. the chief, "The law of principal and agent is a branch of the law of master and servant"), principle (i.e. guiding rule, "Upon what principles do you spend your income?"), privilege (note the two *i*'s followed by the two *e*'s).

Redoubtable, referred, rhythm.

Secretary, seize. (Compare *siege*, *sieve*, pronounced to rhyme with *give*, *leisure*).

Theatre, their (a pronoun, "their business is flourishing"), there (an adverb, "He found profit there where others had failed"), transferred.

Until.

Veil.

Whether (a conjunction, "It was a point to be carefully considered whether the offer should be accepted or not"), weather (a noun, "An accurate forecast of the weather is now possible").

Rule 4. Monosyllables and words accented on the last syllable, ending in a single consonant (except *h* and *x*) preceded by a single vowel (not a diphthong), double the final consonant when a suffix is added beginning with a vowel, as: *pen, penned*; *can, canned*; *hat, hatter*, etc., but when the accent is on any other syllable, or when a suffix is added beginning with a consonant, there is divergence among the authorities. There is no clear rule. The present tendency is to drop the useless letter, to write *biased* rather than *biassed*, *riveted* rather than *rivetted*. In words like *travelled* and *traveller*, where the omission of the second *l* would cause the word to offend against English prejudices, it is better to retain the double letter.

Exercise on the above Rule, 257

Abetting	beginning	cutting	ginning
abutting	begetting		gunning
abutment	begotten	Dabble	
acidulous	bidding	dammed	Haggish
admittance	billet	dimmed	haggle
admitting	billetting	dogged	hapless
allotment	bitten	duelling	hatter
aluminium	blotter		hatband
allotting	butting	Emitting	hemmed
annually	Cabby	enamelled	hencoop
annulment	caddy	excelling	hitting
anulling	canned	excellent	honoured
atomic	canning	Fatten	Idiotic
atomiser	catcall	fitting	impelling
authorise	carload	finny	
	chatting	flatten	Jammed
	chattel	foggy	jarred
Barred	committing	foppish	jobber
barring	commitment		jotting
batting	counselled	Gabble	jutting
bedding	counsellor	gadding	
billet	consular	gemmed	Knotted
billeted	cottage	getting	
blotted	cupping	gaseous	legging
blotting	cupful	getting	Letting

logging	preferring	shopping	tarring
loggerhead	preference	shunning	tarry
lugging		sinning	telling
	Quittance	sinner	tinning
Madding	quitting	sipping	thinning
mapping	quizzing	slipping	thinly
matting	quizzical	smutty	trapping
mobbed		smitten	tripping
	Ramming	spanned	trotting
Netting	rapping	spanning	
nunnery	reckoning	spinning	Unbidden
nutshell	referred	spinster	undimmed
nutmeg	reference	spitting	unshipped
	referring	spotting	unpinned
Obituary	revelling	starry	
original	reddish	starlight	Validity
	redde	stepping	vigorous
	ridding	stirring	visiting
Padded	riddance	stopping	visitor
paralleled	ribbed	stopped	
patted	robbing	stupidity	Wadding
perilous	robbed	summing	warring
pinned	running	sunning	wedding
pitted		sunny	wedlock
plotting		sunlight	witty
potted	Sapling	supping	witless
penning	scanning	swimming	witticism
punning	scudding		wittily
putting	setting	Tanning	
preferred	shipping	tanner	Yonder

In addition to the above words there are many others in which the letters are doubled to indicate the short sound of vowels. When the adverbial termination *ly* is added to words ending in *l*, the *l* must, of necessity be doubled, and similarly, when a prefix ending in *is* is added to words beginning with *s*, these letters are doubled as : missent, misspelled, misspent.

Rule 5. Only the three words : *proceed*, *exceed* and *succeed* end in *ceed*, and *supersede* is the only word ending in *sede*, so that all words like *precede*, *recede*, *secede*, etc., should end in *cede*. The derivative *procedure* drops one *e*.

Exercise on the above Rule, 258

For dictation, the pupil to give both spelling and definition.

Accede, to yield

Exceed, to go beyond

Intercede, to come between,
to supplicate

Concede, to grant

Precede, to come before
 proceed, to go on
 proceeds, results
 proceedings, transactions
 procedure, method of proceeding

Recede, to go back

Secede, to withdraw
 succeed, to follow, to prosper
 supersede, to take the place of

Exercise for Dictation, 259

1. We will accede to your proposition if it does not exceed the amount stipulated. 2. We are willing to concede what you ask if you will intercede with the government in our behalf. 3. If you will proceed carefully you will find that no one will precede you or supersede you in your position. 4. We cannot recede from the position we have taken, as the proceeds of the sale of the property are to be used as provided during the proceedings of the meeting of the stockholders. 5. We hope you will succeed in your undertaking and that you will not be superseded by any one in your work. 6. The method of procedure has not been fully determined. 7. The case was tried in accordance with the Code of Civil Procedure.

Rule 6. The termination *eive* follows the letter *c*, but after any other letter it should be *ieve*. This rule applies to both primitives and derivatives, but does not apply to the diphthongs *ei* and *ie* in words where they are not followed by the letters *ve*.

Exercise for Dictation on above Rule, 260

The pupil should give both spelling and definition.

Achieve, to accomplish
 achieving, doing
 achievement, accomplishment
 aggrieve, to vex
 aggrieving, vexing

Believe, to have faith in
 believing, having faith
 belief, faith

Conceive, to think
 conceiving, thinking
 conceit, thought, fancy

Deceive, to mislead

deceiving, misleading
 deceit, wrong impression
 deceitful, having deceit

Grieve, to make sad
 grieving, making sad
 grievous, sorrowful
 grief, sadness
 grievance, a complaint

Perceive, to see
 perceiving, seeing

Receive, to take
 receiving, taking

receipt, acknowledgment
 reprieve, v., to release
 reprieve, n., a release
 relieving, releasing
 relieve, to alleviate
 relieving, assisting
 relief, ease, comfort
 retrieve, to take back

retrieving, recovering
 Sieve, an implement for sifting
 Unbelief, scepticism
 unbeliever, a sceptic
 unrelieved, not relieved
 undeceived, enlightened
 unreprieved, not reprieved

Supplementary Exercise for Dictation, 261

1. We conceive it to be every one's duty to achieve all the success within the scope of his attainment. 2. No one should feel aggrieved if he should not receive all that he thinks is his due. 3. We believe that the time is coming when there will no longer be any deceit in business transactions between men, and that the grievous burdens now borne by the toiling multitude will be relieved, and that the great masses of mankind will retrieve their past errors, and live better lives. 4. We should not grieve over losses that we cannot retrieve, but put our faith in the future, and believe that we may achieve a greater measure of success in new fields and with renewed effort, than we believed possible. 5. The prisoner expected a reprieve before the day of execution, but he failed to receive it.

Exercise 262

It is rather foolish pretension to say *penchant* for *liking*, *bien entendu* for *of course*, and the like. Having this in mind rewrite the following passage—

The operatic performances have been resumed after the unfortunate *contretemps* that interrupted them. Having been made *au fait* with the whole affair, I can give you a *résumé* of what occurred. In consequence of the wound to the *amour propre* of one of the *artistes*, the company, showing an admirable *esprit de corps*, resigned *en masse*, but the *amende honorable* having been made, the difficulty was at an end, and the present cast shows few changes of *personnel*. The opera produced last night was not wanting in *jeux d'esprit*, but it will certainly not prove the *chef-d'oeuvre* of the composer who has adopted the *nom de plume* of Arion. No fault can be found with the acting, but the new prima donna, though

having the *cachet* of the Leipsic *Conservatoire*, and the *prestige* that belongs to a *protégée* of the Emperor, failed to sing with any *éclat*.

PUNCTUATION IN BUSINESS LETTERS

One great virtue of a business letter is that its purport can speedily be gathered. In order thoroughly to grasp the meaning of a sentence in a letter having this virtue we need to read it over only once. To spare our readers' time and thought is a worthy object.

Good Punctuation makes Understanding Easier

Our system of punctuation has been devised to facilitate such understandings—to denote for the reader how the words should be grouped, and how the expression of the writer should be rendered. Such a sentence as the following, for instance, readily grasped when heard would, when read, be more easy to grasp if commas indicated the grouping of the words: "We ought not to be kept in doubt as to whether or not you mean that if you were we you would do otherwise."

Our stops are conventions merely, devices more or less tacitly agreed upon. None the less they are a fashion we should know and follow. Spelling itself is largely a matter of fashion, of convention. We strive to adhere rigidly to this fashion; yet, though probably we attend less to them, the stops are of the greater importance. In spelling we make fewer departures from fashion than we do in punctuation; and we blush more about them. Stops are important, too. Consider a few of the difficulties that arise in regard to their use.

First of all, we should take up this attitude: the clearness of our letters ought not to be dependent upon the use of stops. A sentence that is the embodiment of muddled thought can hardly be made an orderly one by elaborate pointing, any more than confused utterances can be made intelligible by vigorous gestures. The perspicuity of our writing should be largely dependent of stops.

Exercise in Punctuation

Here, for example, is a little passage from which the stops and capitals have been eliminated—

Production on a large scale is greatly promoted by the practice of forming a large capital by the combination of many small contributions or in other words by the formation of joint stock companies the advantages of the joint stock principle are numerous and important in the first place many undertakings require an amount of capital beyond the means of the richest individual or private partnership no individual could have made a railway from London to Liverpool it is doubtful if any individual could even work the traffic on it now when it is made the government indeed could have done both and in countries where the practice of co-operation is only in the earlier stages of its growth the government alone can be looked to for any of those works for which a great combination of means is requisite because it can obtain those means by compulsory taxation and is already accustomed to the conduct of large operations.

You have little difficulty in understanding this, though the absence of the helpful stops gives the passage an air of strangeness; you would get to the meaning at the first reading, even if the passage were, like early manuscripts, written solid—production on a large scale is greatly promoted, and so on. The customary stops must be regarded as helps to understanding, not as the indispensable guides to understanding. If one feels that stops are needed to remove ambiguity or obscurity, it is usually a sign that the sentence needs recasting.

You have already, doubtless, decided how the passage should be punctuated. Compare your idea with Mill's—

Production on a large scale is greatly promoted by the practice of forming a large capital by the combination of many small contributions; or, in other words, by the formation of joint-stock companies. The advantages of the joint-stock principle are numerous and important. In the first place, many undertakings require an amount of capital beyond the means of the richest individual or private partnership. No individual could have made a railway from London to Liverpool; it is doubtful if any individual could even work the traffic on it, now when it is made. The government indeed could have done both; and in countries where the practice of co-operation is only in the earlier stages of its growth, the government can alone be looked to for any of those works for which a great combination of means is requisite; because it can obtain those means by compulsory taxation, and is already accustomed to the conduct of large operations.

The method suggested is the one by which ability to punctuate in the recognized manner is speedily attained.

We read carefully a passage of good modern prose—modern because the fashion of punctuation, like other fashions, is a changing one. We write it out without stops or capitals. After a sufficient interval we try to insert stops and capitals as in the original. We shall certainly have many failures ; but these need not daunt us. The great thing is that we get into the way of noticing the stops used. We oblige ourselves thereby to ask the reason for them ; and we gradually become adepts ourselves.

Some Notes on Punctuation

In other words, patient observation of the actual use of the various stops brings proficiency. Learning elaborate lists of rules is a less effective method. Some hints may be of service, however.

Punctuation sometimes **denotes the expression needed** to interpret the writer's expression. Consider, for instance, the difference in meaning obtained by the variance of the mark at the close of the sentence, *Hobbs has scored a century*. Followed by the full stop, this would be a matter of fact statement, an ordinary item of news intimating that, despite the glorious uncertainty of cricket, what might have been expected has happened. Followed by the question mark (*Hobbs has scored a century?*) the words would intimate a seeking after information, an interrogatory. Followed by the exclamation mark (*Hobbs has scored a century!*) the words would imply a strong feeling, of astonishment when Hobbs is not the batter, of admiration or of profound satisfaction when he is. The spoken words may be susceptible of several meanings in accordance with the accompanying gesture or look or intonation. The punctuation marks sometimes serve as weak substitutes for such gesture or look or tone.

Many or Few Stops ?

A question may at times arise whether or not a stop is necessary. We are justified in expecting that our readers have intelligence, and that they are prepared to spend some little time in interpreting our writing. Certainly we ought not to be greatly expectant in the matter ; yet we need not be too lavish with helps and guide-posts. It is irritating rather

than comforting when stops are sprinkled over generously, when every pause has its mark.

Thus, which of the two versions following is preferable ?—

“ If a railway company carries goods, whether the goods travel alone, or with a passenger, it carries the goods as a common carrier, and must pay the owner if they are destroyed, lost, or injured.”

The inverted commas, denoting as they do a quotation, are necessary ; so is the full stop marking the close of the sentence. There is less necessity for the commas marking off the parenthesis, *whether the goods . . . passenger* ; and the commas after *alone, carrier, lost*, might well be omitted. Is this second rendering really less intelligible ?—

If a railway carries goods, whether the goods travel alone or with a passenger, it carries the goods as a common carrier and must pay the owner if they are destroyed or lost or injured.

The breaking of the passage into tiny snippets, as though the reader could not be trusted to tread alone, is probably more annoying than the scarcity of stops. After all, though, it is largely a matter of taste. As of so much of our English composition, we do not speak of wrong or right in punctuation, we speak of better or worse. If you consider that it is well to give much help to your reader by carefully grouping the words for him, no one can blame you. If, on the other hand, you pay him the compliment of thinking him capable of grouping for himself, again you have reason on your side. Only be consistent in your method. Do not have the first half to suffer from the spot-plague, and the last to be almost devoid of stops.

Signs Similar to Stops

The apostrophe and the mark after shortened words are not real stops, though the signs for the comma and the full stop are those used.

Strophe, a Greek word, means A TURNING ; *apo* is a prefix, meaning ASIDE OR AWAY. *Apostrophe*, therefore, means A TURNING AWAY. The sign ' shows that a letter has been turned away. In “ The King’s English,” the letter *e*, which once appeared in the Possessive, has been turned away. In “ don’t ” the omission of *o* is marked. The word “ Apostrophe,” we should note, is also used to signify a turning aside in order to address: when Antony interrupts his speech,

Judge, O ye gods, how dearly Caesar loved him,

he apostrophizes.

The mark after abbreviations does not indicate a pause, but points out to the reader that he is to supply letters left out for the sake of brevity. Thus—

i.e. is to be taken as *id est*, THAT IS ; *e.g.* for *exempli gratia*, FOR EXAMPLE ; and so on. Notice that the mark is not used after abbreviations of ordinal Numerals—thus *23rd Nov.*, *25th July*, and so on ; and its use is optional when the last letter of the abbreviation is also the last letter of the word abbreviated. Thus—

Mr. Brown OR Mr Brown ; Dr. Jones OR Dr Jones.

Work of the Comma

Examine a few sentences—

The essence of ownership, then, is that it is a right or an aggregate of rights.

Why mark off *then* by commas ? Because it is a kind of interjection thrown in to signify resumption of the arguments ; it is clearly distinct from the use of the word in a sentence like—

Then shook the hills with thunder riven.

We may take it that any interjected words or phrases, any parenthesis, that is, will for the guidance of the reader be marked off ; by a *comma*, or by *dashes*, or by *brackets*, according to the interruption in the sentence.

Examples are—

Possession, *on the other hand*, is primarily a matter of fact.

Notice *on the other hand*—

If the owner of a watch is robbed of it by a thief, the owner's rights remain intact ; the thief acquires no right to the watch as against the owner. But the owner's possession, and with it his actual power to exercise his rights, is for the time being gone ; he must recover the watch—as he may even do lawfully by his own act—before he can be said to be again in possession of it.

Notice in this balanced sentence the two limbs being separated by the semicolon, how the parenthesis in the first part is content with commas, whereas that in the second part, being there a more abrupt break, needs dashes.

The interjection of the name of the person addressed is marked off, and so is the explanatory name (the Noun in Apposition). Thus we have *Dear Sir*, and *Yours faithfully*,

followed by a comma. Very reasonably, too, we use the comma in enumerations. Thus, here—

Copyright, which under the Copyright Act, 1911, extends to every original literary, dramatic, musical, and artistic work, including photographs, sculpture, and architecture, means the sole right of producing or reproducing the work in any material form.

You note that, even in front of the Conjunction *and*, logic dictates the comma to mark off a distinct item.

An **Indirect Question** is closed by the full stop, not by the note of interrogation. Thus—

She asked, "Are you in earnest?" (where we have the Direct Question).

but

She asked whether he was in earnest (where we have the Indirect Question).

Contrast, too, the direct speech with the report—

1. What constitutes this Measure of Value? What is the significance of that word a "Pound," with which we are familiar? What is the engagement to pay a "Pound"?

2. Sir Robert Peel, when introducing the Bank Act, asked what constituted that Measure of Value, what was the significance of that word a "Pound" with which they were all familiar; what was the engagement to pay a "Pound."

Comma or Semicolon

The choice between the semicolon and the comma is not always easy. The semicolon is apparently, indeed, going out of use, the modern tendency being to use short sentences marked off by full-stops, instead of longer compound sentences. We seem to be far removed from the leisurely, dignified Eighteenth Century, when men were not unloath to build neatly balanced sentences, and when they looked with confidence for some degree of attention from their readers. We are all now for snap and go, for brief, brisk sentences that hurry the reader breathlessly along. We are like speakers pouring out a succession of quick statements in the fear ever present that their auditor must hurry away.

Below, for instance, is the letter from Pope to one of his munificent patrons. Our *Yours sincerely* but faintly reproduces the flavour of the adjectived subscription in the poet's

letter ; our miniature periods are weak substitutes for the courtly, full-dress, carefully studied sentences of the original. Still, the modern fashion is the best for us, since we are writing not for Lord Halifax, who lived two hundred years ago, but for Mr. Smith, who lives in the reign of George the Fifth. You will find it an interesting exercise to write the letter as a Twentieth Century writer would, to break up the sentences, and to dispense with colon and semicolon—

POPE COMMENDS HIS TRANSLATION OF HOMER TO
LORD HALIFAX

3rd December, 1714.

MY LORD,

While you are doing justice to all the world, I beg you will not forget Homer, if you can spare an hour to attend his cause. I leave him with you in that hope, and return home full of acknowledgments for the favours your Lordship has done me, and for those you are pleased to intend me. I distrust neither your will nor your memory, when it is to do good: and if ever I become troublesome or solicitous, it must not be out of expectation, but out of gratitude. Your Lordship may either cause me to live agreeably in the town or contentedly in the country ; which is really all the difference I set between an easy fortune and a small one. It is, indeed, a high strain of generosity in you, to think of making me easy all my life, only because I have been so happy as to divert you an hour or two ; but if I may have leave to add, because you think me no enemy to my country, there will appear a better reason, for I must be of consequence, as I sincerely am,

My Lord,

Your most obliged, most obedient
and most faithful humble servant,

A. POPE.

Contrast, too, these two passages, the first from Gibbon, the second from *The Times*. Carefully balanced sentences all approximately of the same length, constitute the earlier passage ; the later one is made up of sentences varied alike in length and in structure. We may admire the stately march of Gibbon's sentences. The crisp, short sentences of *The Times* passage is more suitable for present use.

Here is the Gibbon passage—

Twenty happy years have been animated by the labour of my history ; and its success has given me a name, a rank, a character in the world, to which I should not otherwise have been entitled. The freedom of my writings has indeed provoked an implacable tribe ; but, as I was safe from the stings, I was soon accustomed to the buzzing of the hornets. My nerves are not tremblingly alive, and my literary temper

is so happily framed that I am less sensible of pain than of pleasure. The rational pride of an author may be offended rather than flattered by vague, indiscriminate praise; but he cannot, he should not, be indifferent to the fair testimonies of private and public esteem.

And here is *The Times* passage—

The Statistical Report on the finances of the 118 London hospitals which has just been issued by the King Edward's fund furnishes yet another illustration of the vitality of private beneficence in this country. The London hospitals are paying their way. What is more they maintain their position among the best equipped, most efficient, and most distinguished hospitals in the world. There is no institution of a similar kind, conducted by State or municipality, which can bear, for a moment, comparison with them. This pre-eminence is full of encouragement for those who believe that reliance on the State in medical matters is a policy of disaster.

Notice that the semicolon, used by Gibbon to separate the halves of his balanced sentences, is absent from the later passage.

Use of Dash

Modern fashion is extending the use of the Dash. It is even used, quite unnecessarily, after the greeting in letters: *Dear Sir—*, or actually *Dear Sir :—*, instead of *Dear Sir,*. Some writers, too, use it as a maid-of-all-work, as a convenient substitute for whatever stop is called for. Its legitimate use may be summed up as—

(a) To mark off a great interruption in the sentence—

Then came the trimmers — the safe men — the subtle men who like to run with the hare and hunt with the hounds — who warmly approve of toleration, only they do not like tolerating.

(b) When an afterthought gives a further explanation—

The merchant is, like others, a part producer of goods — a servant in the long production process.

(c) when a series is summed up—

In a modern society the toilers on the sea, the railway, and the highway; those who by the telegraph, the postal service, and the newspaper, assist in the organization of industry; the wholesale merchant, the retail shop-keeper, and the errand boy, — all these are as much engaged in the production of material wealth as the labourers on a farm, or the miners in a coal mine.

Use of Colon

In these days of short sentences the use of the Colon is nearly obviated. It now performs only a few odd jobs—

(a) In enumerations.

The following are numbers:

(List follows.)

(b) In introducing a lengthy quotation.

Mr. Baldwin said: " . "

(c) Introducing an explanation (a substitute in this use for the Dash)—

Capital is kept in existence from age to age, not by preservation, but by perpetual reproduction: every part of it is used and destroyed, generally very soon after it is produced, but those who consume it are employed meantime in producing more.

Note of Exclamation or Note of Interrogation ?

A note of interrogation informs the reader that what precedes it is a question; the note of exclamation, that astonishment is the attitude of the writer. There may be, rarely however, some doubt regarding the choice between these two stops, since an exclamation is often in question form. Thus—

What an extraordinary episode in the economic progress of man was that age which came to an end in August, 1914 !

The question form is used, but merely to give force to the statement. Not the question mark but the exclamation mark is therefore preferred. When an answer to the question is expected and sought, when, that is, the question is not rhetorical, then the mark of interrogation is appropriate. Contrast, for instance, the two sentences—

By what legerdemain was this policy substituted for the Fourteen Points, and how did the President come to accept it ?

How sleep the brave who sink to rest
By all their country's wishes blest !

The second is not a question but a statement of fact; an exclamation in the form of a question.

SECTION III

ABBREVIATIONS

ABBREVIATIONS should be used sparingly and never when there is any chance of their being misinterpreted, or not interpreted at all. Some words are always abbreviated, as Mr., Mrs. and Messrs. Miss is an entire word and not an abbreviation. Others should be abbreviated when used as titles, as Hon., Dr., and Esq., but when used otherwise, they should not be abbreviated. The names of American states and some countries should be abbreviated when they occur after the names of cities and towns, as Albany, N. Y. ; Boston, Mass., but when they are used as they ordinarily occur in a sentence, they should not be abbreviated, as " Rhode Island and Delaware are two of the smallest states in the Union." Gents., as an abbreviation for gentlemen, should never be used, nor Mess. for Messrs.

It is perhaps better to write : " Send me ten yards of cloth," than " Send me 10 yds. of cloth." The per cent. sign (%) should only be used with figures, as " 10%." Do not write either " ten % " or " 10 per cent." Except in technical work, you should avoid the use of " for inches and ' for feet, as few people understand them.

The names of the months may be abbreviated when accompanied by dates as Jan. 10th, but do not write " the month of Jan." Never abbreviate the days of the week. Write them out in full.

" Company " should be written out in corporate names, as : " The Globe Paper Company " ; but abbreviated in firm names, as : " John Smith & Co."

In some offices, especially in some law offices, the use of abbreviations is not permitted, except such as cannot be dispensed with, as Mr., Messrs.

ABBREVIATIONS AND THEIR MEANINGS

Abbreviations—that is, space and time saving devices—must be known thoroughly and their use understood. The chief abbreviations employed in correspondence are the

following, abstracted from Pitman's larger manuals but here grouped according to their purpose. Rather fuller explanations and illustrations than is usual are also given.

General Abbreviations

ANON., for *anonymous*, that is, having no name attached, *without name*—a term applied to writings which do not bear the author's name.

MS., for *manuscript*, *writing by the hand*. The plural is represented by MSS.

N.B., for Latin *nota bene*, meaning *note well*—used in calling special attention to what follows.

I.E., for *id est*, two Latin words, meaning *that is*—used when introducing an explanation of a statement.

E.G., for *exempli gratia*, two Latin words meaning *by way of example*—used when giving an illustration of a statement. Thus : "Several things have served as money ; *e.g.*, cattle, shells, and beads."

VIA, Latin *via*, meaning *by way of*—used in describing the route to be followed.

PRO TEM., for *pro tempore*, Latin words meaning *for a time*, that is, temporary—used in speaking of what is not permanent, but only a makeshift.

ETC., for *et cetera*, Latin words meaning *and the others*—used in order to avoid prolonging an enumeration of things. Thus : "Bills of Exchange, Cheques, Promissory Notes, etc., serve as instruments of credit." Sometimes &c. is used for this ; and & for *and*.

VIZ., for Latin *videlicet* = *that is to say, namely*.

CF., for Latin *confer* = *compare* ; used in calling attention to resemblance or difference.

MAX., for Latin *maximum* = *the greatest*.

MIN., for Latin *minimum* = *the least*.

CIRC. (or CIRCA), Latin *circa* = *about*—used when the statement made is not given as exactly correct, but only approximately so. Thus : "This writer lived *circ.* A.D. 475-525."

FOL., for *Folio*, half a full sheet of paper, the largest size of printed page.

So QUARTO (or 4to) = quarter of a full sheet.

So OCTAVO (or 8vo) = an eighth of a full sheet.

Also used for *page*, in Book-keeping.

R.S.V.P., initial letters of the French words, *répondez, s'il vous plaît* = *kindly let me have an answer*—put at the corner of invitations, etc., when a definite answer is desired.

B.A., *Bachelor of Arts*, for Latin *Baccalaureus Artium*, a title of learning.

M.A., *Master of Arts*, for Latin *Magister Artium*, a title of learning.

L.L.A., *Lady Literate in Arts*, a title of learning conferred by St. Andrews University.

NOTE.—After every abbreviation a full stop is placed, except after the abbreviations of ordinal numbers, such as 1st, 2nd, etc.

With Reference to Date

A.C., for Latin *Ante Christum* = *Before Christ* or (B.C.)—used when speaking of dates before the beginning of the Christian era.

A.D., for Latin *Anno Domini* = *In the year of the Lord*—used when speaking of dates subsequent to the beginning of the Christian era.

JAN., FEB., MAR., APRIL, MAY, JUNE, JULY, AUG., SEPT., OCT., NOV., DEC., are usually written for the names of the months.

ULT., for *ultimo* meaning *the last*—speaking of the last month that has passed. Thus writing on 3rd July, we should speak of *7th June* as the *7th ult.* So an *ultimatum* is the *last* of a series of negotiations; the *ultimate* limit is the last bound.

INST., for *instant*, that is, *this one now present*.

PROX., for *proximo*, that is, the one nearest, the next to come—used in speaking of the approaching month. So to *approximate* means *to come as near to as possible*.

A.M. or a.m., the initial letters of the Latin words, *ante meridiem* = *before midday*.

P.M. or p.m., the initial letters of the Latin words, *post meridiem* = *after midday*.

Dy for *day*, y'dy for *yesterday*, yr for *year*, are sometimes seen; but their use seems quite unnecessary.

With Reference to Prices

C. & F., for *Cost and Freight*, meaning that the price quoted includes also the cost of carriage of the goods.

C.F. & I., or C.I.F., for *Cost, Freight, and Insurance*, meaning that insurance and cost of carriage are included in the price of the goods.

SPOT, meaning that the goods to be sold are on hand, and can be delivered at once.

TO ARRIVE, meaning that the goods to be sold are in course of transit from abroad.

FORWARD DELIVERY, meaning that the goods to be sold will be delivered within a certain period.

AT WAREHOUSE, meaning that the goods to be sold are in the seller's warehouse, whence the buyer must convey them at his own charge.

C.O.D., for *Cash on Delivery*, meaning that payment for the goods is required at the time of their delivery.

F.A.S., for *Free Alongside Ship*; F.O.B., for *Free on Board*; F.O.R., for *Free on Rails*—all have reference to the portion of the cost of carriage which the seller is prepared to bear.

IN BOND, meaning that the goods in question are lying at the Government Bonded Warehouse, and implying that the Customs duties must be paid by the buyer of the goods.

With Reference to Commercial Documents

B/E, for *Bill of Exchange*.

B/L, for *Bill of Lading*. This is a receipt for goods placed on board ship. It is an agreement between the owner of the goods and the master of the ship. It is also a document of title whereby ownership of the goods may be changed; and the lawful possession of the B/L constitutes a claim to the goods named in it.

CHQ., for *Cheque*.

D.W., for *Dock Warrant*, a document which gives the title to goods stored or warehoused in docks or other places of deposit.

L/C, for *Letter of Credit*.

P/A, for *Power of Attorney*, the authority under which one person acts as agent of another; in virtue of which, for example, an employee may sign letters, etc., on behalf of his employers.

P.P., for Latin *per procuracionem*, that is, by virtue of the power of attorney given.

INV., for *Invoice*, bill of goods delivered or on delivery.

P/N, for *Promissory Note*, a promise to pay a certain sum of money.

E.E., for *Errors Excepted*, a prudent addition to an Invoice reserving the right to alter if mistakes are afterwards discovered.

E. & O.E. for *Errors and omissions excepted*. The phrase "serves only to guard the issuer of a document against being held to an admission in it."

Other abbreviations of frequent occurrence will be found in the list of "Abbreviations in Common Use" here given—

ABBREVIATIONS IN COMMON USE

- | | |
|---|--|
| A., Anna (Indian coinage). | Agt., Against; Agent. |
| @, For, at, to. | A.H., <i>Anno Hegirae</i> , In the year of the flight of Mahomet. |
| Ar, First class. | A.I.A., Associate of the Institute of Actuaries. |
| A.A.G., Assistant-Adjutant-General. | A.I.C., Associate of the Institute of Chemistry. |
| A.B., <i>Artium Baccalureus</i> , Bachelor of Arts (also B.A.) Able Seaman. | A.I.S.A., Associate of the Incorporated Secretaries Association. |
| Abp., Archbishop. | A.L.A.A., Associate of the London Association of Accountants. |
| Ac., Acre. | Ald., Alderman. |
| Acc., Account; Acceptance. | A.L.S., Associate of the Linnean Society. |
| A.C., <i>Ante Christum</i> , Before Christ. | A.M., <i>Anno Mundi</i> . In the year of the world; <i>Ante Meridiem</i> , Before noon; <i>Artium Magister</i> , Master of Arts (also M.A.). |
| A/C, Account current. | A.M.Inst.C.C., Associate Member of the Institution of Civil Engineers. |
| A/c, Account. | A.M.I.E.E., Associate Member of the Institution of Electrical Engineers. |
| A.C.A., Associate of the Institute of Chartered Accountants. | A.M.I.Mech.E., Associate Member of the Institution of Mechanical Engineers. |
| A.C.I.I., Associate of the Chartered Insurance Institute. | Amt., Amount. |
| A.C.I.S., Associate of the Chartered Institute of Secretaries. | Anon., Anonymous. |
| Acct., Accountant. | Ans., Answer. |
| A.C.P., Associate of the College of Preceptors. | A/o, Account of. |
| A.C.W.A., Associate of the Institute of Cost and Works Accountants. | A.P., <i>A protestor</i> (to be protested—bills of exchange). |
| A.D., <i>Anno Domini</i> , In the year of the Lord. | A.P., Additional premium (insurance). |
| A.d. or A/d., After date. | App., Appendix. |
| Ads. or Advts., Advertisements. | Appro., Approval. |
| A.D.C., Aide-de-camp. | A.R.A., Associate of the Royal Academy. |
| Adj., Adjutant. | A.R.A.M., Associate of the Royal Academy of Music. |
| Ad lib., <i>Ad libitum</i> , At pleasure. | |
| Ad val., <i>Ad valorem</i> (according to value). | |
| Adm., Admiral. | |
| Aet., <i>Aetatis</i> , In the year of his age. | |
| A.F.A., Associate of the Faculty of Actuaries. | |
| A.G., Adjutant-General, Attorney-General. | |

- A.R.H.A., Associate of the Royal Hibernian Academy.
 A.R.I.B.A., Associate of the Royal Institute of British Architects.
 A.R.S.A., Associate of the Royal Scottish Academy.
 A.R.S.M., Associate of the Royal School of Mines.
 A/S, Account Sale.
 A.S.A.A., Associate of the Society of Incorporated Accountants and Auditors.
 Assn., Association.
 A.U.C., *Ab urbe condita*, From the building of the city, i.e. of Rome (753 B.C.).
 Av., Average.
 Av. or Avoir., Avoirdupois.
 B.A., Bachelor of Arts.
 Bal., Balance.
 Bart., Bt., Baronet.
 B.C., Before Christ.
 B.C.L., Bachelor of Civil Law.
 B.Com., Bachelor of Commerce.
 B.D., Bachelor of Divinity.
 b.d., brought down.
 B/E, Bill of Exchange ; Bill of Entry (Customs).
 b.f., brought forward.
 B.L., Bachelor of Laws (also LL.B.).
 B/L, Bill of Lading.
 B.N., Bank Note.
 B.P., British Pharmacopoeia.
 B/P, Bill of Parcels, Bill payable.
 Bp., Bishop.
 B.P.B., Bank Post Bill.
 B/R, Bill receivable.
 Brit. Mus., British Museum.
 B.S., Bachelor in Surgery.
 B/S, Bill of Sale.
 B.Sc., Bachelor of Science.
 B.T.U., Board of Trade Unit.
 B.W.G., Birmingham Wire Gauge.
 C., Centigrade ; 100.
 C/-, Case, Currency or Coupon.
 C.A., Chartered Accountant.
 C/A, Capital Account.
 Cantab., Of Cambridge.
 Cantuar., Of Canterbury. The Archbishop of Canterbury uses this as his surname.
 Cap., *Caput*, Chapter ; Capital.
 Capt., Captain.
 Cat., Catalogue.
 C.B., Companion of the Bath.
 C/B, Cash Book.
 C.C., County Councillor ; Continuation Clause (Marine Insurance).
 C.C.C., Corpus Christi College.
 c/d, carried down.
 c.d., *cum div.* (with the dividend).
 C.E., Civil Engineer.
 Cent., A hundred.
 C.E.T.S., Church of England Temperance Society.
 C. & F., Cost and Freight.
 Cf., *Conferatur*, compare.
 c/f, carried forward.
 Cg., Centigramme.
 C.I.E., Companion of the Order of the Indian Empire.
 C.I.F., Cost, Insurance, and Freight.
 C.I.F. and C., Cost, Insurance, Freight and Commission.
 C.I.F. and I., Cost, Insurance, Freight and Interest.
 C.I.F.C. and I., Cost, Insurance, Freight, Commission and Interest.
 C.J., Chief Justice.
 Cl., Centilitre.
 Cm., Centimetre.
 C.M.G., Companion of the Order of St. Michael and St. George.
 Co., Company.
 c/o, Care of.
 C.O.D., Cash on delivery.
 Col., Colonel.
 Coll., College.
 Con., *Contra*, against.
 C.P., Common Pleas ; Charter Party.
 C.R., Company's risk.
 Ct., Credit, Creditor.
 C.S., Civil Service, Clerk to the Signet.
 c/s, Cases.
 C.S.I., Commander of the Order of the Star of India.
 Ct., Cent ; Current.
 C.T.C., Cyclists' Touring Club.
 Cum d/-, With dividend.
 Cur., curt., Current (this month).
 Cu. or cub., Cubic.
 Cu. in., Cubic inches.
 Cu. ft., Cubic feet.
 C.V.O., Commander of the Royal Victorian Order.
 Cwt., Hundredweight.
 D., *Denarius* (A penny or pence) ; 500.
 D/A, (Deliver) Documents against acceptance ; Deposit Account ; Documents attached.
 D/B, Day Book.
 Dbk., Drawback.
 D.C., Detention clause or Deviation Clause (Marine Insurance).
 D.C.L., Doctor of Civil Law.
 D.D., Doctor of Divinity.

- D.D. or D/D, Demand Draft.
d/d, Day's date.
Deb., Debenture.
De die in diem, Continuously ; from day to day.
De facto, In fact.
Deft., Defendant.
Deg., Degree.
Del., *Delineavit*, He (or she) drew it.
Dept., Depot ; Department.
Dft., Draft.
D.G., *Dei gratia*, By the grace of God.
d.g., Decigramme.
Dis., Discount.
Div., Dividend.
D.L., Deputy Lieutenant.
D.Litt., Doctor of Literature, also Litt.D.
D.O., Delivery Order.
Do., *Ditto*, the same.
Dols., Dollars.
Doz., Dozen.
D.P., Duty Paid ; (Deliver) Documents against payment.
D.Phil., Doctor of Philosophy.
Dr., Debtor, Doctor, Dram.
d/s, Day's sight.
D.Sc., Doctor of Science.
D.S.O., Distinguished Service Order.
Dunelm, Of Durham, the surname used by the Bishop of Durham.
D.V., *Deo volente*, God willing.
D.W., Dock Warrant.
Dwt., Denarius-weight, Pennyweight.
Ea., Each.
Ebor., Of York, the surname used by the Archbishop of York.
E.c., *Exempli causa* (for example).
Ed., Edition, Editor.
Edin., Edinburgh.
E.E., Errors Excepted.
E.g., *Exempli gratia*, for example.
E.I., East Indies.
Enc., Enclosures.
Eng., England ; English.
E.O., *Ex officio* (officially).
E. & O. E., Errors and Omissions Excepted.
E.R., Edwardus Rex.
Et al., *et alibi*, And elsewhere.
Etc., &c., *Et cetera*, And other things.
Et. seq., And the following.
Ex. cp., Exclusive of coupon.
Ex. div., Exclusive of dividend.
Ex. int., Ex interest (exclusive of the interest).
Ex. new., Exclusive of the right to participate in the new issue.
Exors., Executors.
Exs., Expenses.
Fac., Facsimile.
F.A.A., Free of All Average.
Fahr., Fahrenheit.
F.A.Q., Fair Average Quality.
F.A.S., Free Alongside Ship.
F.A.S., Fellow of the Antiquarian Society.
F.A.S.E., Fellow of the Antiquarian Society of Edinburgh.
F.C.A., Fellow of the Institute of Chartered Accountants.
F.C. & S., Free from Capture and Seizure (marine insurance).
F.C.I.I., Fellow of the Chartered Insurance Institute.
F.C.I.S., Fellow of the Chartered Institute of Secretaries.
F.C.P., Fellow of the College of Preceptors.
Fcp., Foolscap.
F.C.S., Fellow of the Chemical Society.
F.C.W.A., Fellow of the Institute of Cost and Works Accountants.
F.D., *Fidei Defensor*, Defender of the Faith.
F.E.I.S., Fellow of the Educational Institute of Scotland.
F.F.A., Fellow of the Faculty of Actuaries.
F.F.P.S., Fellow of Faculty of Physicians and Surgeons (Glasgow).
F.G.A., Foreign General Average.
F.G.S., Fellow of the Geological Society.
F.I.A., Fellow of the Institute of Actuaries.
F.I.C., Fellow of the Institute of Chemistry.
F.I.S.A., Fellow of the Incorporated Secretaries Association.
Fir., Firkin.
F.J.I., Fellow of the Institute of Journalists.
F.L.A.A., Fellow of the London Association of Accountants.
F.L.S., Fellow of the Linnean Society.
F.M., Field-Marshal.
Fo., Folio.
F.O.B., Free on Board.
F.O.R., Free on Rail.
For., Foreign.
F.P.A., Free of Particular Average.
Fr., Franc ; French.
F.R.A.S., Fellow of the Royal Astronomical Society.

- F.R.C.P., Fellow of the Royal College of Physicians.
 F.R.C.S., Fellow of the Royal College of Surgeons.
 F.R.C.S.E., Fellow of the Royal College of Surgeons, Edinburgh.
 F.R.C.S.I., Fellow of the Royal College of Surgeons, Ireland.
 F.R.C.V.S., Fellow of the Royal College of Veterinary Surgeons.
 F.R.Econ. Soc., Fellow of the Royal Economic Society.
 F.R.G.S., Fellow of the Royal Geographical Society.
 F.R.H.S., Fellow of the Royal Historical Society; or of the Royal Horticultural Society.
 F.R.I.B.A., Fellow of the Royal Institute of British Architects.
 F.R.M.S., Fellow of the Royal Microscopical Society.
 F.R.S., Fellow of the Royal Society.
 F.R.S.A., Fellow of the Royal Society of Arts.
 F.R.S.E., Fellow of the Royal Society of Edinburgh.
 F.R.S.G.S., Fellow of the Royal Scottish Geographical Society.
 F.R.S.L., Fellow of the Royal Society of Literature.
 Frt., Freight.
 F.S.A., Fellow of the Society of Antiquaries.
 F.S.A.Scot., Fellow of the Society of Antiquaries of Scotland.
 F.S.S., Fellow of the Statistical Society.
 Ft., Foot or Feet.
 Fthm., Fathom. [Society.
 F.Z.S., Fellow of the Zoological G., Gauge; Gramme.
 G.A., General Average.
 Gall., Gallon.
 G.C.B., Grand Cross of the Bath.
 G.C.I.E., Grand Commander of the Order of the Indian Empire.
 G.C.M.G., Grand Cross of St. Michael and St. George.
 G.C.S.I., Grand Commander of the Star of India.
 G.C.V.O., Grand Cross of the Royal Victorian Order.
 G.P.O., General Post Office.
 G.M.T., Greenwich Mean Time.
 G.R., Georgius Rex.
 Gr., Grain; Gross; Greek.
 Gr. wt., Gross weight.
 Gs., Guineas.
 Gt. Gr., Great Gross. [pany.
 H.A.C., Honourable Artillery Com-
 Hants, Hampshire.
 H.B.M., His, or Her, Britannic Majesty.
 H.C., House of Commons.
 H.C., Held covered (marine insurance).
 H.C.M., His, or Her, Catholic Majesty.
 H.E., His Eminence.
 H.E.I.C.S., Honourable East India Company's Service.
 H.H., His Holiness, or His Highness.
 Hhd., Hoghead.
 H.I.H., His, or Her, Imperial Highness.
 H.I.S., *Hic iacet sepultus*, Here lies buried.
 H.L., House of Lords.
 H.M.C., His, or Her, Majesty's Customs.
 H.M.I.S., His Majesty's Inspector of Schools.
 H.M.S., His, or Her Majesty's Ship, or Service.
 H.O., Head Office.
 H.P., Horse-power.
 H.P.N., Horse-power Nominal.
 H.R.E., Holy Roman Empire.
 H.R.H., His, or Her, Royal Highness.
 H.R.S.A., Honorary R.S.A.
 Hunts, Huntingdonshire.
 H.W.M., High Water Mark.
 I. or Imp., *Imperator*, or *Imperatrix*, Emperor or Empress.
 Ib., *Ibidem*, The same place.
 I.C.S., Indian Civil Service.
 Id., *Idem*, the same.
 i.e., *id est*, that is.
 I.H.P., Indicated Horse-power.
 I.H.S., *Jesus Hominum Salvator*, Jesus, the Saviour of Men.
 Imp., Imperial.
 I.M.S., Indian Medical Service.
 In., Inch.
 Infra dig., *Infra dignitatem*, Beneath one's dignity.
 I.N.R.I., Jesus Nazarenus Rex Judaeorum.
 Inst., Instant, the present month.
 Int., Interest.
 Inter alia, Amongst other things.
 Inter se, Amongst themselves.
 In trans., *In transitu*, On the way.
 Inv., Invoice.
 Invt., *Invenit*, He designed.
 I.O.G.T., Independent Order of Good Templars.

I.O.O.F., Independent Order of Odd-fellows.
 I O U, I owe you.
 I.o.M., Isle of Man.
 I.P.D., *In presentia dominorum*, In presence of the Lords of Session (Edinburgh).
Ipso facto, By the fact itself.
 I.q., *Idem quod* (The same as).
 I.R., Inland Revenue.
 I.S.C., Indian Staff Corps.
 I.S.O., Imperial Service Order.
 I.S.W.G., Imperial Standard Wire Gauge.
 I.W., Isle of Wight.
 J.A., Judge Advocate.
 J.A., Joint Account.
 J.P., Justice of the Peace.
 Jr. or Jun., Junior.
 Kt. or Kat., Knight.
 K.B., King's Bench.
 K.C., King's Counsel.
 K.C.B., Knight Commander of the Bath.
 K.C.I.E., Knight Commander of the Order of the Indian Empire.
 K.C.M.G., Knight Commander of St. Michael and St. George.
 K.C.S.I., Knight Commander of the Star of India.
 K.C.V.O., Knight Commander of the Royal Victorian Order.
 K.G., Knight of the Garter.
 K.I.D., Key Industry Duty (Customs) Kil., Kilderkin.
 Kilog., Kilogramme.
 Kilom., Kilometre.
 K.P., Knight of St. Patrick.
 Kr., Kreuzer (Austrian coin).
 K.T., Knight of (the Order of) the Thistle.
 Kw., Kilowatt.
 L.A., Legislative Assembly, or Law Agent.
 L.A.C., Licentiate of the Apothecaries' Company.
 Lancs, Lancashire.
 Lat., Latitude.
 Lb., Pound.
 L.C., Lord Chancellor.
 L/c, Letter of Credit.
 L.C.J., Lord Chief Justice.
 L.C.P., Licentiate of the College of Preceptors.
 L.D.S., Licentiate of Dental Surgery.
 Ld. or Ltd., Limited.
 Lieut., Lieutenant.
 Litt.D., Doctor of Letters.

L.L., Lord-Lieutenant.
 L.L.A., Lady Literate in Arts.
 LL.B., Bachelor of Laws.
 LL.D., Doctor of Laws.
 L.M., Long metre.
 Loc. cit., *Loco citato*, In the place cited.
 Loco., On the spot.
 Long., Longitude.
 Loq., *Loquitur*, He (or she) speaks.
 L.R.C.P., Licentiate of the Royal College of Physicians.
 L.R.C.P.E., Licentiate of the Royal College of Physicians, Edinburgh.
 L.S., *Locus sigilli*, Place for the seal.
 L.S.A., Licentiate of the Society of Apothecaries.
 L.S.D., *Librae, Solidi, Denarii* (Pounds, shillings, and pence).
 £, Pound Sterling.
 £E., Pound Egyptian.
 £T., Pound Turkish.
 M., Thousand.
 m., Metre; mile; minute.
 M. or Mk., Mark (German coin).
 M.A., *Magister Artium*, Master of Arts.
 Max., Maximum.
 M.B., Bachelor of Medicine.
 M.C., Master of Ceremonies; Military Cross.
 M/C, Metalling clause (marine insurance); marginal credit (banking).
 M.Com., Master of Commerce.
 M.C.P., Member of the College of Preceptors.
 M.D., Doctor of Medicine.
 M/d, Month's date.
 M.E., Mining Engineer.
 M.F.H., Master of Foxhounds.
 M.Inst.C.E., Member of the Institute of Civil Engineers.
 M.I.E.E., Member of the Institution of Electrical Engineers.
 M.I.Mech.E., Member of the Institution of Mechanical Engineers.
 Min., Minimum; Minute.
 M.I.P., Marine Insurance Policy.
 M.L.A., Member of the Legislative Assembly.
 MM., Messieurs, gentlemen.
 Mm., Millimetres.
 M.O., Money Order.
 M.O.O., Money Order Office.
 Mo.; mos., Month; months.
 Mon., Monmouthshire.
 M.P., Member of Parliament.
 M.P.S., Member of the Pharmaceutical Society.

M/R, Mate's Receipt (Shipping).
 M.R.A.S., Member of the Royal Asiatic Society.
 M.R.C.P., Member of the Royal College of Physicians.
 M.R.C.S., Member of the Royal College of Surgeons.
 M.R.C.V.S., Member of Royal College of Veterinary Surgeons.
 M.R.I.A., Member of the Royal Irish Academy.
 MS., Manuscript.
 M/S, Month's sight.
 MSS., Manuscripts.
 Mus.B., or Mus. Bac., Bachelor of Music.
 Mus. Doc., Doctor of Music.
 M.V.O., Member of the Royal Victorian Order.
 N.A., North America.
 N.A, No advice (banking).
 N/a, Non-acceptance.
 N.B., New Brunswick; *nota bene*, mark well.
 N.D., Not dated.
 N/e, No effects (banking).
 n.e., not exceeding.
 n.e.s., not elsewhere specified.
 Nem. con., *Nemine contradicente*, Without opposition.
 Nem. dis., *Nemine dissente*, No person disagreeing, unanimous.
 Net, *Netto*, lowest.
 N/f, No funds (banking).
 N.J., New Jersey.
 n/m, No mark (Shipping).
 N/N, Not to be noted (Bills of Exchange).
 N/O, No orders (banking).
 No., *Numero*, number.
 N.o.e., Not otherwise enumerated.
 Nom., Nominal.
 Nom, cap., Nominal Capital.
 Non obst., *Non obstante*, notwithstanding.
 Non pros., *Non prosequitur*, He (or she) does not prosecute.
 Non seq., *Non sequitur*, It does not follow.
 Notts., Nottinghamshire.
 N.P., Notary Public.
 N.S., Nova Scotia; New Style (Calendar).
 N/s, Not sufficient (banking).
 N.S.W., New South Wales.
 Nt. Wt., Net weight.
 N.Y., New York.
 N.Z., New Zealand.

°., Degree.
 O/a, On account.
 O/c, Overcharge; out of charge (Customs).
 O/d, On demand.
 Ob., *Obiit*, died.
 O.H.M.S., On His Majesty's Service.
 O.M., Order of Merit.
 O/O, Order of.
 %/o, per cent., or in the hundred.
 %/oo, per thousand.
 O.K., All correct.
 O.P., Open Policy (Marine Insurance).
 o.p., Over proof (Spirituuous Liquors).
 Op. cit., *Opere citato*, In the work cited.
 Ord., Ordinary.
 O.S., Ordinary Seaman; Old Style.
 O.S.B., Order of St. Benedict.
 Oxon., of Oxford; Oxfordshire.
 Oz., Ounce.
 p., per, page.
 P/A, Power of Attorney.
 Par., Paragraph.
 Par., Equal value (Latin = equal).
 P.C., Privy Councillor; Police Constable.
 P/C, Price current.
 P/c, per cent.
 Pcl., Parcel.
 Pd., Paid.
 Per an., Yearly.
 Per capita., By the head.
 Per cent., *Per centum* (by the hundred).
 Per mille., By the thousand.
 Per pro. or p.p., By procuration.
 Pf., Pfennig.
 Ph.D., Doctor of Philosophy.
 Pinx., Pinxt., or Pxt., *Pinxit*, He painted.
 P.L.A., Port of London Authority.
 P.M., *Post Meridiem*, After Noon.
 Pm., Premium.
 P.M.G., Postmaster-General.
 P/N, Promissory Note.
 P.O., Post Office; Postal Order.
 P.O.B., Post Office Box.
 P.O.O., Post Office Order.
 Pp., Pages.
 p.p. or per pro., *per procurationem* (on behalf of).
 P.P.C., *Pour prendre congé*, to take leave, say good-bye.
 P.p.i., Policy proof of interest.
 P.P.S., Further postscript.
 P.R.A., President of the Royal Academy.
 Pref., Preference.

P.R.I.B.A., President of the Royal Institute of British Architects.
 Primâ facie, At the first sight.
 Prô., For.
 Pro and con., For and against.
 Pro forma, As a matter of form.
 Pro tem., *Pro tempore*, For the time being.
 Prox., *Proximo*, The next month.
 P.R.S., President of the Royal Society.
 P.S., *Postscriptum*, Postscript.
 P.T.O., Please turn over.
 Pun., Puncheon.
 P.W.D., Public Works Department.
 Q.C., Queen's Counsel.
 Q.E.D., *Quod erat demonstrandum*, Which was to be proved.
 Q.E.F., *Quod erat faciendum*, Which was to be done.
 Q.M.G., Quartermaster-General.
 Qr., Quarter.
 Qt., Quart.
 Qto., Quarto (4to).
 Quant. suff., *Quantum sufficit*, A sufficient quantity.
 Quasi., As if.
 Q.V., *Quod vide*, Which see.
 Qy., Query.
 R., Rupee.
 R.A., Royal Academy, or Royal Artillery.
 R.A.M., Royal Academy of Music.
 R.A.M.C., Royal Army Medical Corps.
 R/D, Refer to drawer (banking).
 R.E., Royal Engineers.
 Reau., Réaumur.
 Reg., Regd., Registered.
 Rev., Reverend.
 R.H.A., Royal Horse Artillery.
 R.I.B.A., Royal Institute of British Architects.
 R. et I., King and Emperor.
 R.I.P., *Requiescat in pace*, May he (or she) rest in peace.
 R.M., Royal Mail.
 Rm., Ream.
 R.M.A., Royal Marine Artillery.
 R.M.L.I., Royal Marine Light Infantry.
 R.M.S., Royal Mail Steamer.
 R.N., Royal Navy.
 R.N.R., Royal Naval Reserve.
 R.P.M., Revolutions per minute.
 Rs., Rupees.
 R.S.A., Royal Scottish Academician ; Royal Society of Arts ; Royal Society of Antiquarians.

R.S.O., Railway Sub-Office.
 R.S.V.P., *Répondez s'il vous plait*, Please reply.
 Rt. Hon., Right Honourable.
 Rt. Rev., Right Reverend.
 R.T.S., Religious Tract Society.
 R.U.I., Royal University, Ireland.
 R.W.S., Royal Society of Painters in Water Colours.
 Rx., 10 rupees.
 Ry., Railway.
 \$, Dollars.
 s., *Solidi* (shillings).
 Salop, Shropshire.
 Sc., *Scilicet*, to make known ; to wit.
 Scp., Script.
 S/D, Sea damaged (grain trade).
 s.d., *sine die* (indefinitely).
 S.E.e.O., *Salvis erroribus et omissis* (errors and omissions excepted).
 Sec., Section ; secretary.
 Sen., Senior.
 Seq., *Sequentes* (the following).
 S.G., Solicitor-General.
 S.g. or Sp.g., Specific gravity.
 S.J., Society of Jesus.
 S.M., Short metre.
 S/N, Shipping note.
 Soc., Society.
 Sov., Sovereign.
 S.P., *Supra protest*.
 S.P.C.A., Society for the Prevention of Cruelty to Animals.
 S.P.C.K., Society for Promoting Christian Knowledge.
 S.P.G., Society for the Propagation of the Gospel.
 S.P.Q.R., *Senatus populusque Romanus*, Senate and People of Rome.
 Sq., Square.
 Sq. ft., Square feet.
 Sq. in., Square inches.
 Sq. m., Square miles.
 Sq. yd., Square yard.
 S.R. & O., Statutory Rules and Orders
 S.S., Steamship.
 S.S.C., Solicitor before the Supreme Courts.
 St., Saint ; street ; stone.
 S.t., Short ton (2,000 lbs.).
 St., *Stet* (let it stand).
 Std., Standard.
 St. to St., Station to Station (Railway traffic).
 s.v., Sailing vessel.
 Stg., Sterling.

Stk., Stock.
 S.T.P., *Sanctae Theologiae Professor*,
 Doctor of Divinity.
 T., Ton; tare.
 T.B., Trial Balance.
 T.C.D., Trinity College, Dublin.
 Tcs., Tierces.
 T.E., Trade Expenses.
 Temp., *Tempore*, In the time of.
 T.L.O., Total Loss Only (Marine Insurance).
 T.M.O., Telegraph Money Order.
 Tonn., Tonnage.
 T.O., Turn over; Telegraph Office.
 T.Q., *Tale quale* (grain trade).
 T.R., Tons registered (shipping).
 T.T., Telegraphic transfers.
 U/a, Underwriting account.
 U.D.C., Urban District Council.
 U.F.C., United Free Church.
 U.K., United Kingdom.
 U.K.C., United Kingdom or Continent.
 Ull., Ullage.
 Ult., *Ultimo*, Last month.
 U.P., United Presbyterian Church.
 u.p., Under proof (spirituous liquors).
 u.s., Under seal (Customs).
 U.S.A., United States of America.
 U.S.N., United States Navy.
 U/w, Underwriter.
 v., *versus*, Against.
 V.A., Order of Victoria and Albert.
 V.C., Victoria Cross; Vice-chancellor.
 V.D., Volunteer Decoration.
 V.G., Vicar-General.

Viz., *Videlicet*, Namely.
 v.v., *Vice versa* (the terms being exchanged).
 v.v., *Viva voce* (by word of mouth).
 Via, By the way of.
 W.A., Western Australia.
 W.A., With Average (Marine Insurance).
 W.A.R., With all Risks (Marine Insurance).
 W.B., Way Bill.
 W/b., Water ballast (shipping).
 W.F., Wrong fount (printers' type).
 W.G., Wire Gauge.
 Whf., Wharf.
 Whse., Warehouse.
 W.I., West Indies.
 W.S., Writer to the Signet.
 Wt., Weight.
 W/W, Warehouse Warrant.
 X.c., Ex coupon.
 X.d., Ex dividend.
 X.in., Ex interest.
 Xmas, Christmas.
 X. new, Ex new.
 Y/A, York-Antwerp.
 Y.A.R., York-Antwerp Rules (Marine Insurance).
 Yd., Yard.
 Yday., Yesterday.
 Y.M.C.A. } Young Men or Young
 Y.W.C.A. } Women's Christian Association.
 Yr., Year; your.
 &, and.
 &c., and so forth.

Exercise 263

Which of the suggested synonyms should be inserted into the blanks of the sentences?

- (i) He — at Liverpool; he went no farther (*stayed, stopped*).
- (ii) You shall — nothing; all shall be supplied (*wish, want, desire*).
- (iii) He is — to fail if he does not improve greatly (*apt, likely, liable*).
- (iv) It is — that I haven't heard of this before (*funny, odd*).
- (v) His plan won't work; it isn't — (*practical, practicable*).
- (vi) I can't go — there is a holiday (*unless, without*).
- (vii) He — a junction with the other army (*affected, effected*).
- (i) The phrase, *he went no farther*, suggests *stopped*: on his travels he *stopped* at Liverpool and, being there, he *stayed* at the Adelphi.
- (ii) *Want* is the word required to make the assurance effective.
- (iii) *Likely* is better than *liable*; and *apt* is applicable to something denoting capacity rather than incapacity.

(iv) *Odd* is the word needed: the word *funny*, though often used in such a connection, is quite inapplicable.

(v) *Practicable* implies possibility of accomplishment, and is the word wanted. *Practical* implies skill in doing, as distinct from theoretical knowledge.

(vi) The conjunction needed is *unless*; the word *without* is a proposition.

(vii) *Effected* is "brought about"; but *affected* is "had an influence for ill upon."

(He effected his release; effected the destruction of the bridge, effected a reconciliation between the opponents. *But* it affected his mind, his health, his conscience, his peace of mind.)]

Exercise 264

State why the various stops are placed in the sentences following—

(a) In answer to your letter of the 3rd Sept. we quote you 1s. 9d. per yd., f.o.b. and c.i.f.

(b) The bearer of this letter, my friend Mr. Henry Bryan, would value your acquaintance.

(c) The Rev. Artemus Jones, D.D., M.A.

(d) We have sent to you this morning by the L.M.S. Ry. the following:

24 Lavender Water (1/10/size),

12 Packets Talcum Powder.

(e) Renault Ltd., 19 Seagrave Rd., West Brompton, S.W.6.

(f) Let us send you, post free, the full collection of patterns.

(g) Your Teeth are Ivory Castles ——— Defend them with ———.

(h) In very old days it was a bath perfume. Seven hundred years ago it was even a medicine. And a century ago "Lavender, Sweet Lavender!" was one of the melodious street cries of London.

(i) "You are old, Father William," the youth did say.

"All nonsense, my lad; I get 'Younger' each day!"

Exercise 265

Insert the stops and the capitals—

There are indeed formidable obstacles to the principle of standardization manufacturers are sometimes conservative and unenterprising consumers whether individuals or business concerns exhibit annoying vestiges of individuality and insist on having things made to their own specification instead of evincing the enthusiasm which might have been expected for standard ships and locomotives or standard boots and clothes the craftsman who has given a life-time to the mastering of a skilled job resents seeing it broken up into a number of semi-skilled operations each capable of performance by a relatively unintelligent man working a highly intelligent machine but on the whole standardization wins even when the nature of things or the caprice of purchasers

does not allow uniformity in the final product of an industry there are often component parts and preliminary processes which admit of complete standardization so long as the main task of industry is the provision of increasing doses of solid comfort for teeming populations so long there must be a powerful drive towards the spread of "mass-production" the out-turn of masses of indistinguishable goods by methods involving elaborate specialization of labour and appliances.

[Full-stops followed by capitals after *standardization*, *unenterprising*, *clothes*, *machines*, *wins*, *standardization*, *appliances*. Commas after *are*, *indeed*, *consumers*, *concerns*, *individuality*, *specification*, *locomotives*, *operations*, *industry*, *populations*. Dash after *mass-production*.]

Exercise 266

What form of the Indefinite Article (*a*, *an*) do you use before the words *history*, *historical*, *honour*, *ewe*, *urn*, *house*, *European*, *usual*, *unique*, *humble*, *hour*, *ewer*? What dictates your choice?

[We use *an* for *a* before words that begin with a vowel or with a silent *h*, as in *honest*, *heiress*. *Y* is, however, preceded by *a* (*a year*), and so is *u* when it has the sound of *y* (note: *an unusual event*, but *a usual thing*). In the Adjectives *habitual* and *hospitable* the *h* is hardly sounded, so that it seems better to say *an habitual offender*, *an hospitable family*.]

Exercise 267

Examine these sentences and improve the diction of them. Use your dictionary, and explain why you make the alterations—

(i) Between the junction of the two tributaries was a level piece of ground on which the force encamped. (Note *between*.)

(ii) The later years of his life were much diversified from the former ones.

(iii) The scenery of this part of the country being so well known, there is no need to take up time expatiating about its beauty.

(What does *expatiate* mean? What Prepositions follow it?)

(iv) And Scotland's poet lay there dying with an *incubus* of debt gnawing at his vitals.

(What is an *incubus*? What does *gnawing* suggest?)

(v) He would neither apologize or withdraw.

(vi) Grace Darling was a light house-keeper's daughter.

(vii) In a word, he apes the worst behaviour of the mule.

(viii) He alone has the sole right of inflicting punishment.

(ix) I was much effected by the account.

(x) His death was despaired of.

(xi) My money is not at present getable.

(xii) I shall first hear the conditions before I accept the post.

(xiii) I heartily support the movement: no one yields to me in appreciation of its importance.

(xiv) " And how long has your present vicar been here ? "

" Mr. Mole, Sir, has been the incumbrance here, Sir, for nigh on forty years, Sir."

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